Request Approvals in Microsoft Teams

> **Note** This article is for BrightWork 365 Release Sep 2023 (v1.8) and newer.

Approvals in Microsoft Teams

In addition to reviewing and acting on approval requests via the automatically generated approval request emails, you can also do so within Microsoft Teams by installing Approvals in Microsoft Teams.

See the articles below for more information about Approvals in Microsoft Teams:
- https://learn.microsoft.com/en-us/power-automate/teams/native-approvals-in-teams
- https://learn.microsoft.com/en-us/power-automate/teams/manage-approvals-app

Canceling In Progress Approvals

An approval that is still in progress can be cancelled by the submitter from within Approvals in Microsoft Teams. To do so, from the **Sent** tab in the Approvals app the user selects the approval they want to cancel and then selects the **Cancel** option. Only approvals that are currently in progress can be canceled.

Reassigning In Progress Approvals

In progress approvals can be reassigned from within the Approvals app in Microsoft Teams by clicking the **Reassign** button.
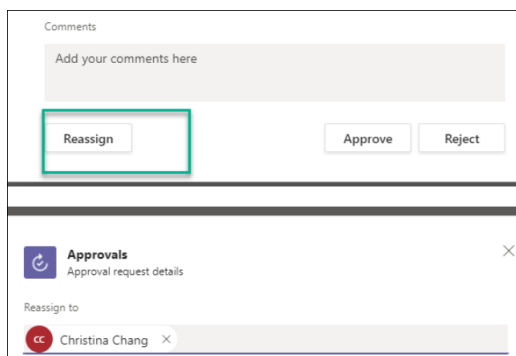
Although the new approver will receive notifications to take an approval action and their actions will show in email history logs, the original approvers will be maintained in the email **Approvers** field.

Hi Anne,

A project stage approval that you submitted has been approved. See below for the details:

- Project: Proj-001611: Product Update with CT
- Approval Stage: Close Out to Closed
- Approver: Caitriona O'Connor;

User	Stage
Christina Chang	Execution to Close Out
Christina Chang	Chartering to Execution
Christina Chang	Execution to Close Out
Christina Chang	Close Out to Closed

Hi Anne,

A project stage approval that you submitted has been approved. See below for the details:

- Project: Proj-001611: Product Update with CT
- Approval Stage: Close Out to Closed