

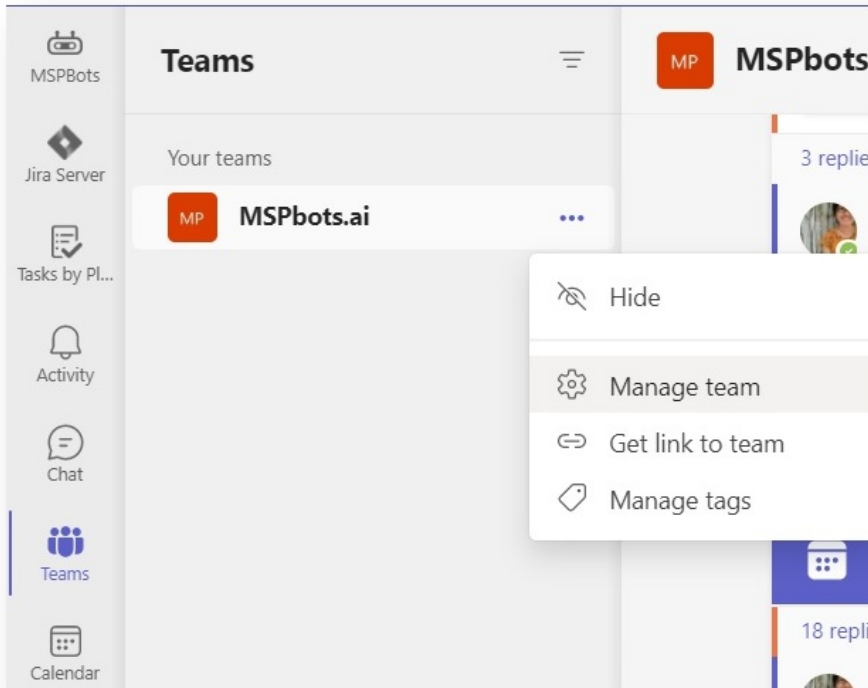
How to set up MSPbots to send messages to a Microsoft Teams channel

Sending alerts to a user-selected Microsoft Teams channel may not be successful on the first attempt. This is due to Microsoft security features that prevent MSPbots from automatically sending messages to Teams channels.

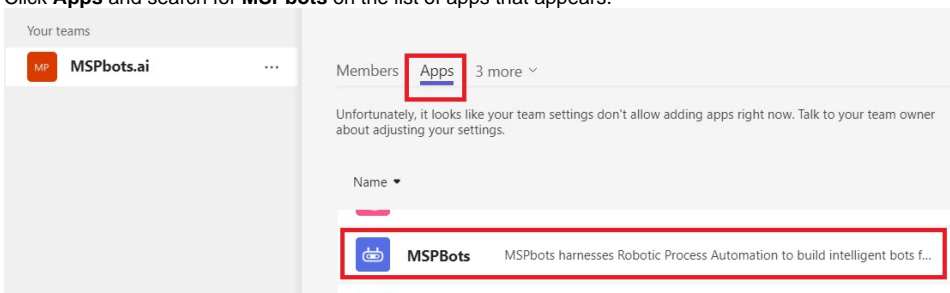
To successfully send alerts, you need to install MSPbots in Teams and authorize MSPbots to access the Teams channel where you want the messages sent. You can do this by adding the MSPbots to Teams and initiating a conversation to let the channel recognize MSPbots.

To configure MSPbots to send a message to a specific channel:

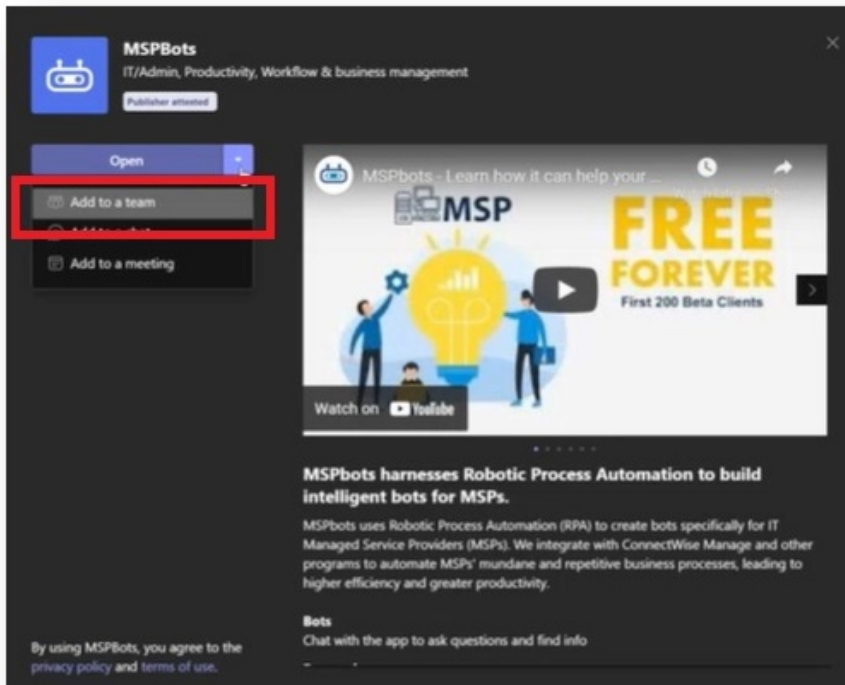
1. Open Microsoft Teams and click **Teams** on the menu.
2. Go to your main channel and click on the **ellipsis** button.



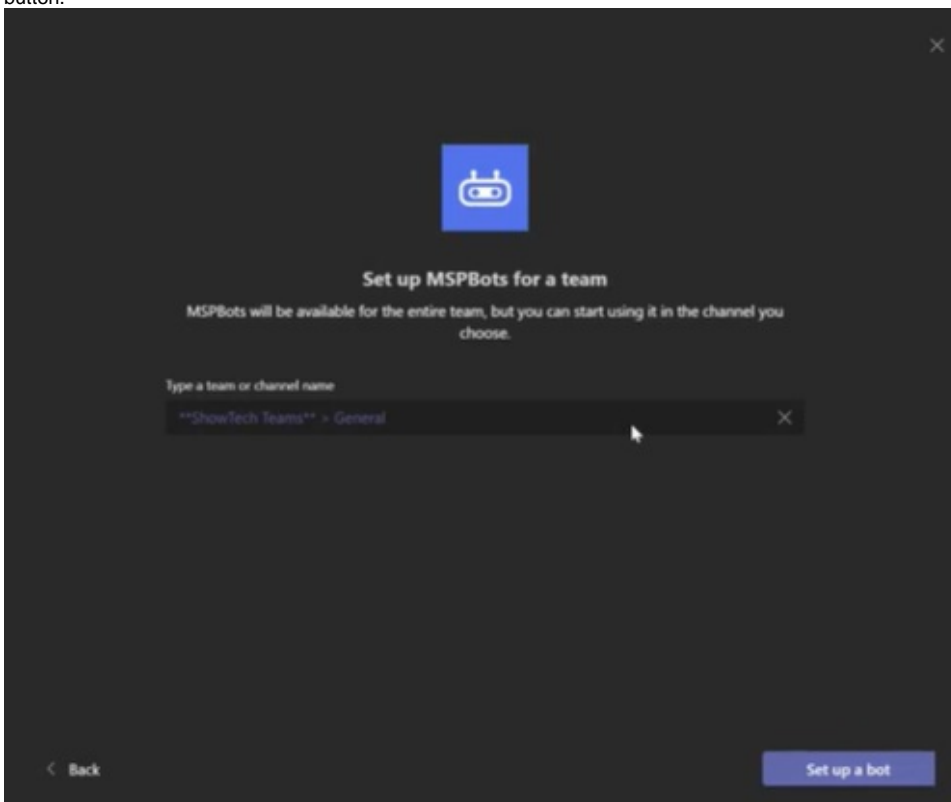
3. Select **Manage Team**.
4. Click **Apps** and search for **MSPbots** on the list of apps that appears.



5. When the MSPbots window appears, select **Add to a team** from the dropdown list.



6. You should see your chosen channel appear on the **Type a team or channel name** field on the window that appears. Click the **Set up a bot** button.



7. Initiate a conversation by sending a message to MSPbots. Example: @mspbots help.

Related Topics

- [Activating a Bot on the MSPbots App](#)
- [How to Create a Bot from a Widget](#)
- [What are the chat commands for the Attendance Manager?](#)
- [How to Create a Target Card Widget](#)
- [How to Request for Time Adjustment in the Attendance App](#)