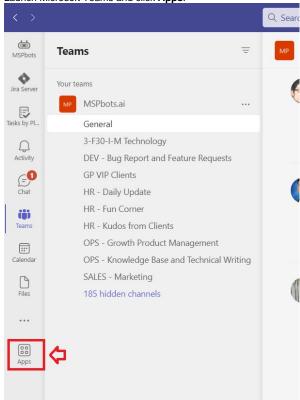
# **Setting Up a Teams Channel or Chat for Attendance Manager**

You can add MSPbots to a Microsoft Teams channel or chat to let everybody in your team know about each other's status in the Attendance Manager.

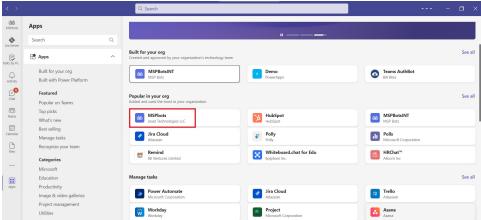
This article is a guide on the steps for how you can receive Attendance notifications in the Teams channel or chat.

### To set up your Teams channel or chat to receive notifications:

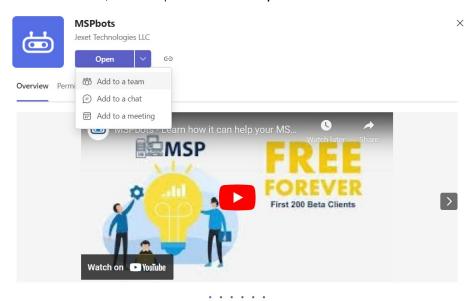
1. Launch Microsoft Teams and click Apps.



2. Locate MSPbots on the list and click on it.



3. On the MSPbots window, click the dropdown button beside Open and select Add to a team or Add to a channel.



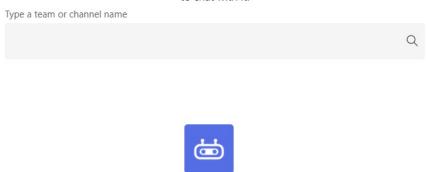
MSPbots harnesses Robotic Process Automation to build intelligent bots for MSPs.

4. Suppose you selected Add to a team, type or select the chat or team name. On the other hand, if you selected Add to a chat, type or select the name of a member or chat.

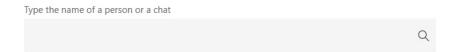


#### Add MSPbots to a team

MSPbots will be available for the entire team, but start by setting it up in a channel. The app may post messages here; you can also @mention MSPbots to chat with it.



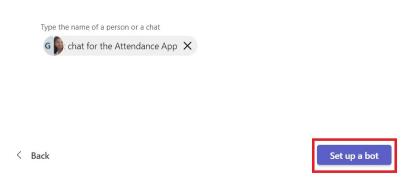
## Add MSPbots to a group chat

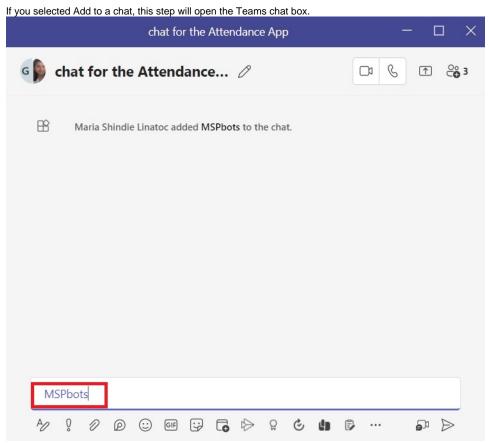


5. Once you have made your selection, click the **Set up a bot** button.

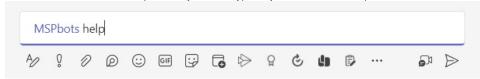


#### Add MSPbots to a group chat

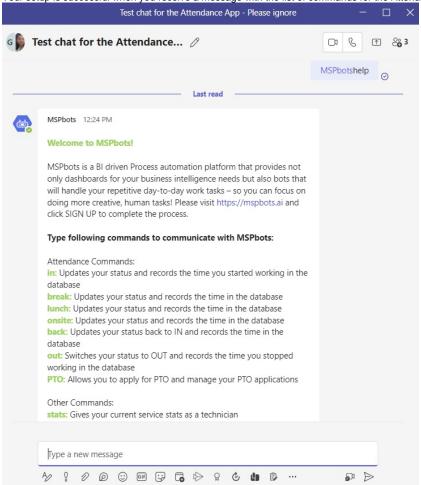




6. Notice that MSPbots is in the input field by default. Type help after MSPbots and press Enter to send.

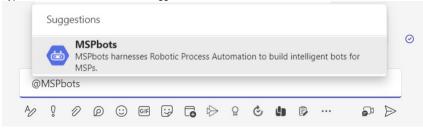


7. Your setup is successful when you receive a message with the list of commands for the Attendance Manager app.

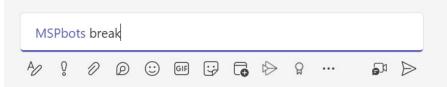


Another way to verify a successful setup is to use one of the commands and see if you get a response. For example:

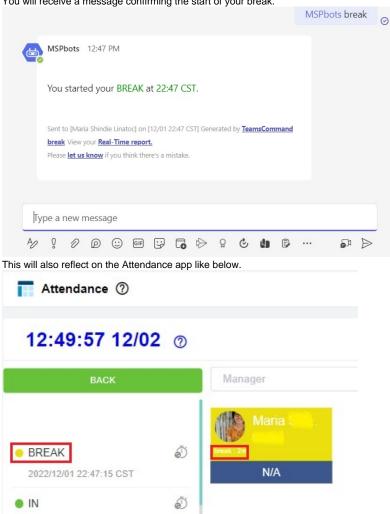
a. Type @MSPbots and select the suggestion.



b. Then, type break after MSPbots and press Enter to send.



**c.** You will receive a message confirming the start of your break.



This feature and the commands work on the team or group chat where you installed the MSPbots teams add-on only.