## 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:



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

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(6) Teams	Top picks What's new		MSPbots Jexet Technologies LLC	HubSpot HubSpot	MSPBotsINT MSP Bots	
Calendar	Best selling Manage tasks		Jira Cloud Atlassian	Polly Polly	Polls Microsoft Corporation	
Files	Recognize your team		88 Ventures Limited	Whiteboard.chat for Edu Epiphani Inc.	HRChat™ Alicom Inc	
	Microsoft Education		Manage tasks			See all
Apps	Productivity Image & video galleries		Power Automate Microsoft Corporation	Jira Cloud Atlassian	Trello Atlassian	
	Project management Utilities		Workday Workday	Project Microsoft Corporation	Asana Asana	

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.

Type a team or channel name



## Add MSPbots to a group chat

Type the name of a person or a chat

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Q

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



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.

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

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