

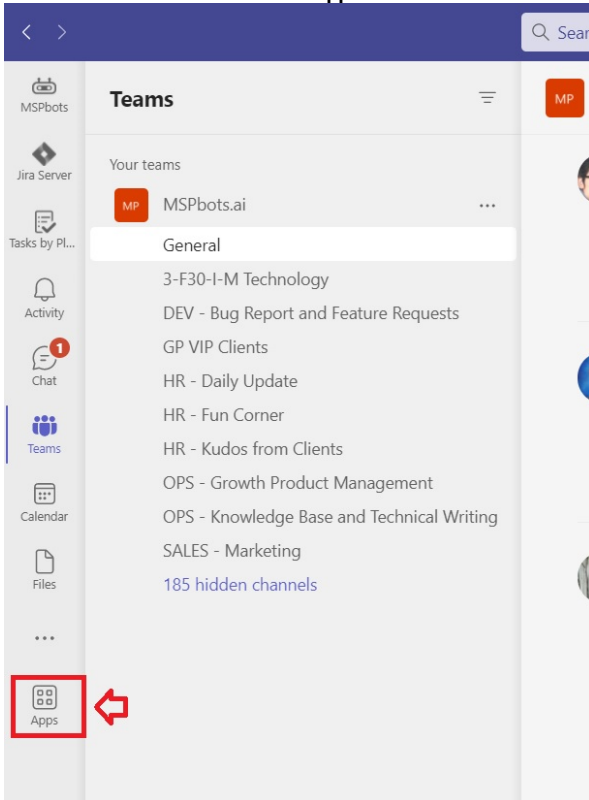
# Setting Up a Teams Channel or Chat for Attendance Manager

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.

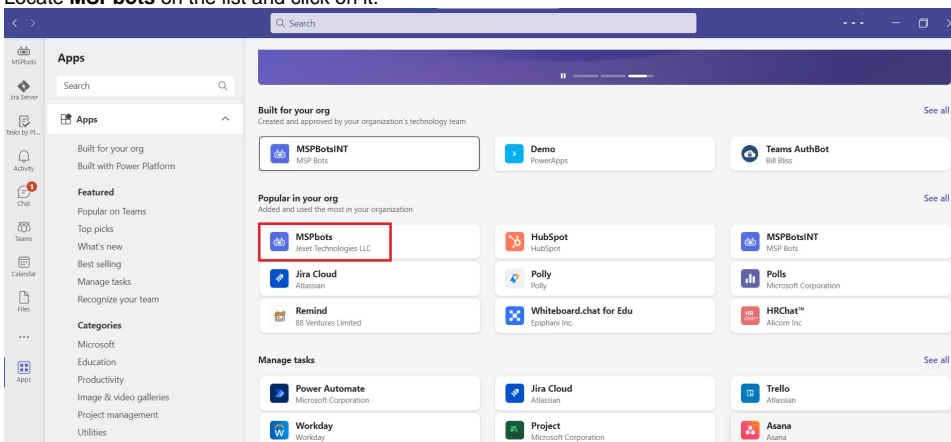
This article is a guide on the steps for how you can receive Attendance notifications in the Teams channel or chat.

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

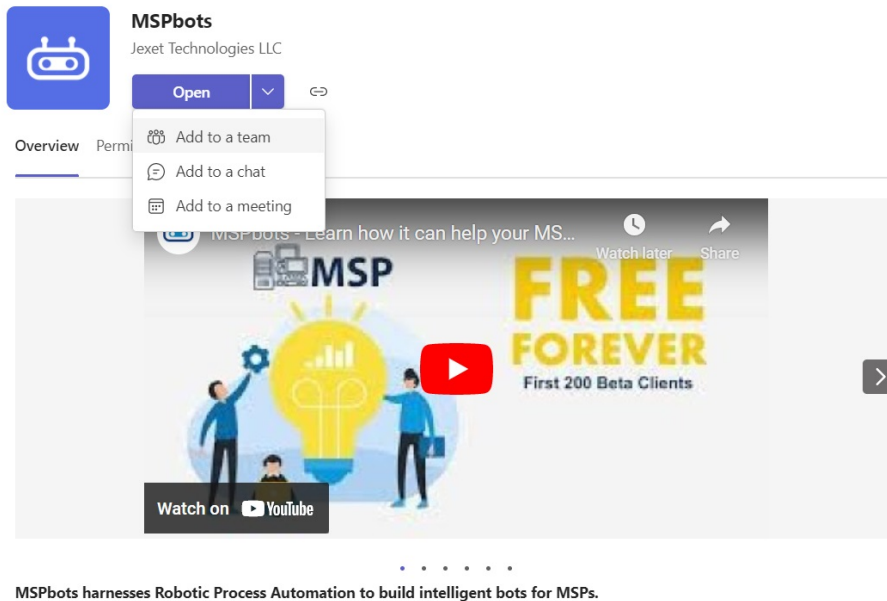
1. Launch Microsoft Teams and click **Apps**.



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**.



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

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



### Add MSPbots to a group chat

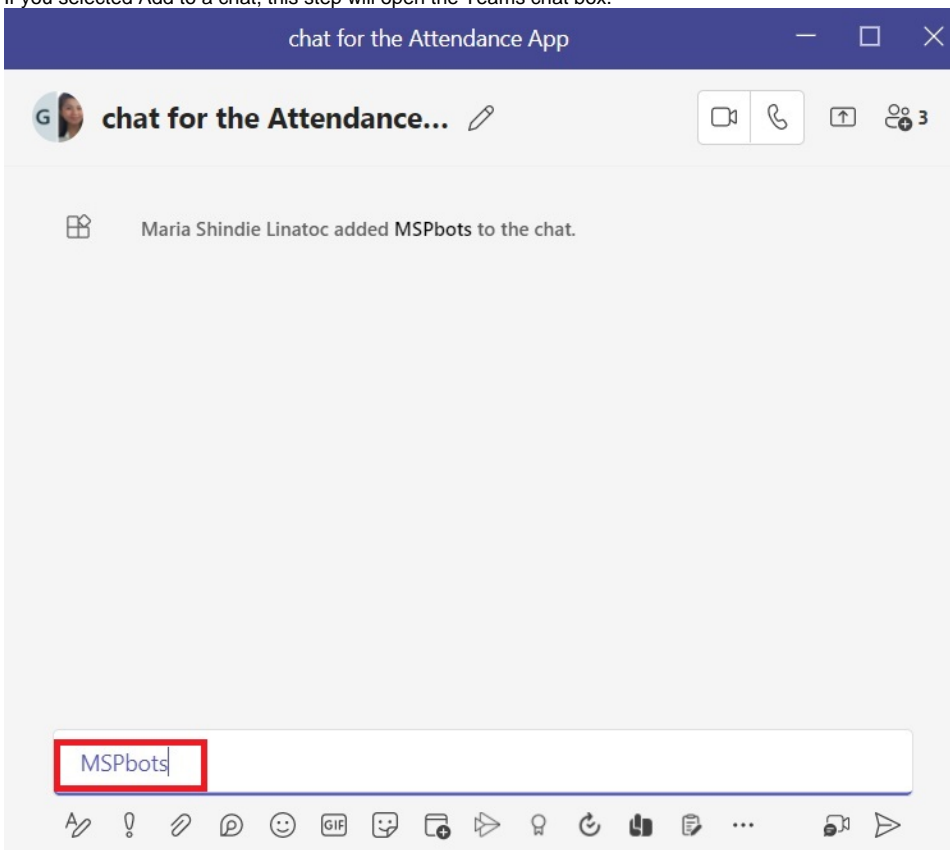
Type the name of a person or a chat

G : chat for the Attendance App X

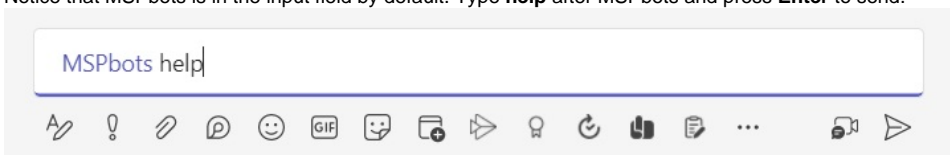
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Set up a bot

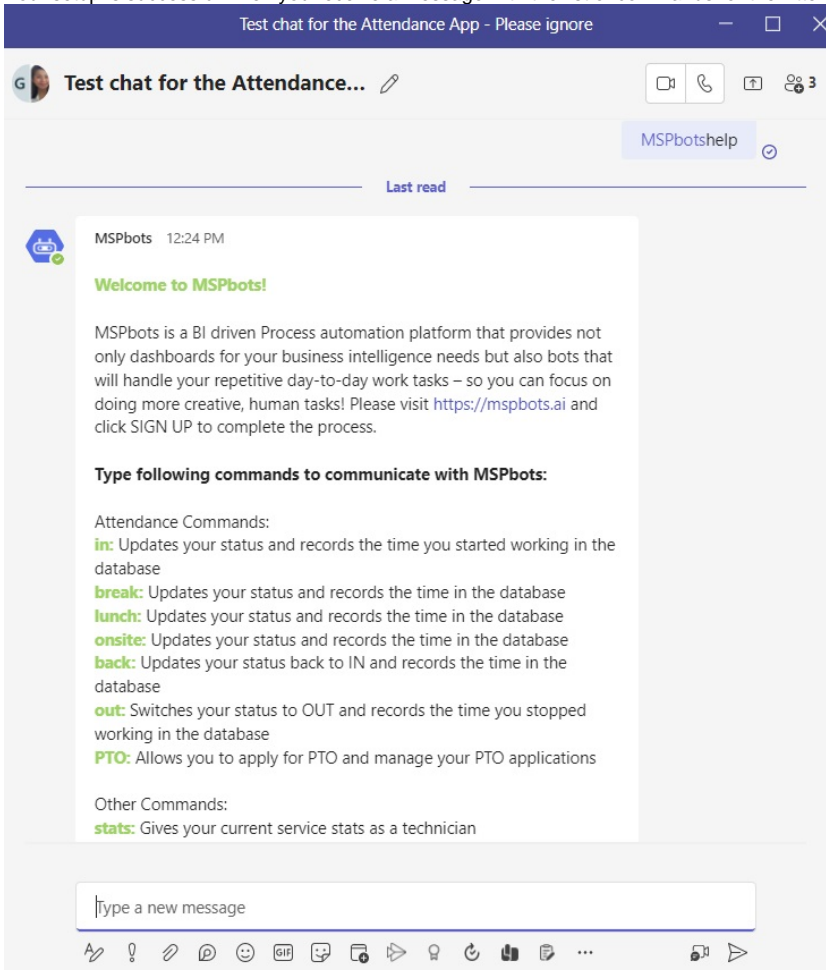
If you selected Add to a chat, this step will open the Teams chat box.



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

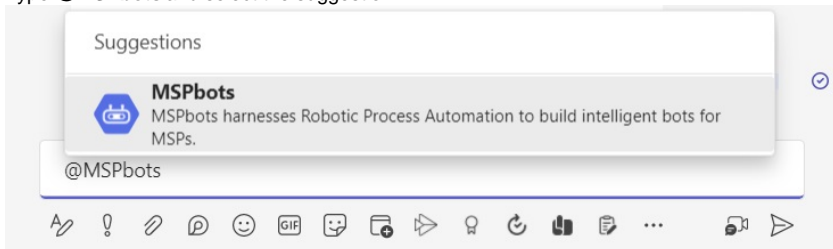


7. Your setup is successful when you receive a message with the list of commands for the Attendance Manager app.

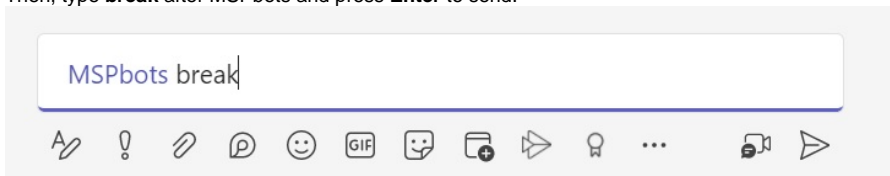


Another way to verify a successful setup is to use one of the commands and see if you get a response. For example:

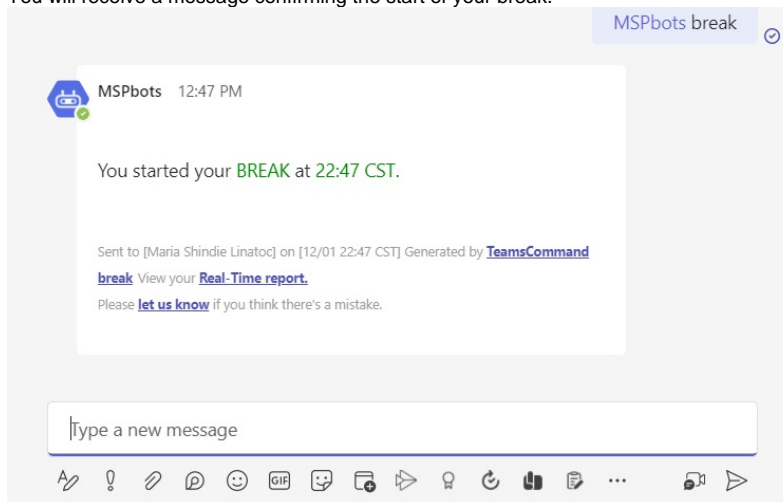
a. Type @MSPbots and select the suggestion.



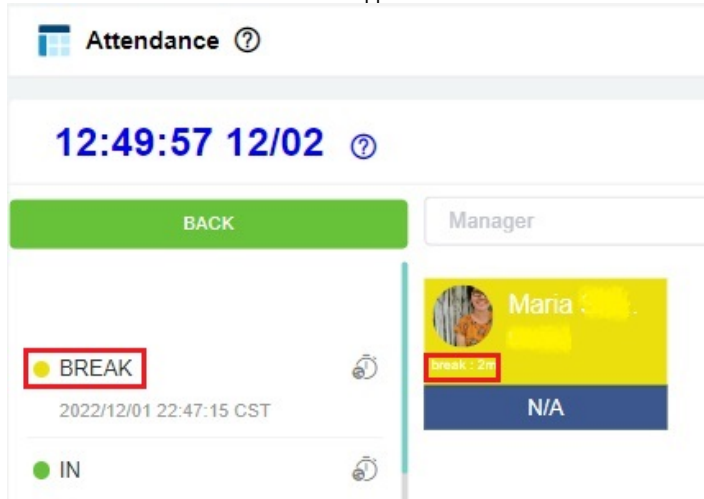
b. Then, type **break** after MSPbots and press **Enter** to send.



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



This will also reflect on the Attendance app like below.



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