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Using Microsoft Teams in Directo

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Sending Directo Events' messages to Teams chat can be very useful for several reasons:

- Faster information delivery: Sharing Directo Events' messages in Teams chat allows you to deliver important information in real time to team members, who can receive it immediately and respond as needed.
- Centralized communication: Using Teams for information exchange helps to consolidate all communication into one channel, which reduces email burden and helps prevent information from getting lost between different platforms.
- Instant collaboration: Sharing messages in Teams means that team members can respond to messages and collaborate with each other directly in the chat channel without having to search for information in other places.
- More efficient project management: When information related to Directo Events reaches Teams, it helps to ensure that everyone involved is up to date on Events and tasks, reducing potential misunderstandings or delays.

Setting up

1. Open Teams and select a Channel:

• Go to the Teams group where you want to add the webhook and select the appropriate channel.

You can also create a new private group and channel there:

Create a New Team:



and during the process also the first Channel will be created (do not add any users there yet just give it a name).

be ready.

Create a team

You're creating a team from scratch. More create team options	
Team name *	
Directobot	0
Description	
Let people know what this team is all about	
Team type	
🕆 Private	
First channel name * @	
Bot	
What's a team?	
Cancel	Create
As a result, your new Team and Cha	annel will
Teams and channels	
Directobot	
Bot	11:12

2. Add Workflow to the Team's Channel created:

See all your teams

• Click the three dots (...) next to the channel name and select Workflows.

Teams and channels	
Directobot	
Bot	
See all your teams	
	 ✓ Edit channel ☑ Manage channel ⇐ Get link to channel ☑ Get email address ☑ Workflows

• Search for Workflow Webhook and choose Post to a channel when a webhook request is received.



Workflows Save time with automations	×
Select the workflow you want to set up for Directobot > I	Bot.
webhook C ENTER SEARCH TERM HERE	\times
Templates	
Post to a channel when a webhook request is received	46
CHOOSE THIS	

• Wait until it shows that your account is logged in and click Next.

Stay informed in real time! This workflow automatically sends a notification to a Microsoft resure channel whenever a webhook request is received. It's perfect for keeping your team updated on external events, system alerts, or custom triggers— without constantly checking for updates manually. Only Adaptive Cards are supported now.	Nome
	Post to a channel when a webhook request is received
	Connections * For this workflow to run, all apps must have a valid connection. Microsoft Teams andrus.eigla@directs.ee ③
Vait and press th	e button Add workflow.
Vait and press th	e button Add workflow.

automatically sends a notification to a Microsoft Teams channel whenever a webhook request is received. It's perfect for keeping your team updated on external events, system alerts, or custoen triggers— without constantly checking for updates manually. Only Adaptive Cards are supported new.	Microsoft Isams Isam	
	Directobot	
	Microsoft Teams Channel	
	Bot	

3. Copy the Webhook:

•

• You will be shown the webhook URL. Copy it and save it in a safe place, as you will need it at the setup point no 5. Press Done.



- 4. Change Channel notification settings:
 - Since notifications are not sent by default, you need to turn on channel notifications.
 - Press 3 dots (...) next to the Channel name and select Channel notifications:

Teams and channels	
Directobot	
Bot	
See all your teams	Channel notifications
	⊕ Show in >
	≻®: Hide
	🖉 Edit channel
	දියි Manage channel
	⇔ Get link to channel
	Get email address
	aQ Workflows

• Adjust the notifications according to your needs (see the example) and press Save:

Channel notification settings	×
Directobot > Bot	
All new posts Notify me every time there is a new post in this channel	Banner and feed $ \lor$
 Include replies 	
Channel mentions Notify me each time this channel is mentioned	Banner and feed $\qquad \lor$
Reset to default	Cancel Save

- 5. Add the Webhook URL to Directo:
 - In Directo, go here: System settings > Common settings > Teams messages enabled yes/no and select **yes**.
 - Go and add the copied webhook URL there Personal settings > User: Teams webhook URL

Teams webhook URL	https://directoestvol.webhook.office.com/webhookb

• Press Save.

Now you're ready to receive Directo notifications in Teams.

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