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Using Microsoft Teams in Directo

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

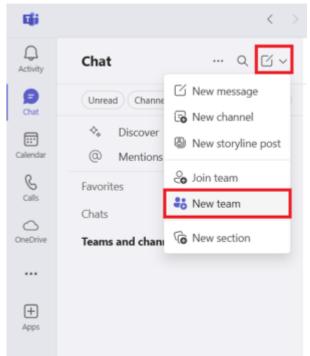
- Faster information delivery: Sharing Directo Events' messages in Teams chat allows you to deliver important information in real time to team members, who can receive it immediately and respond as needed.
- **Centralized communication:** Using Teams for information exchange helps to consolidate all 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

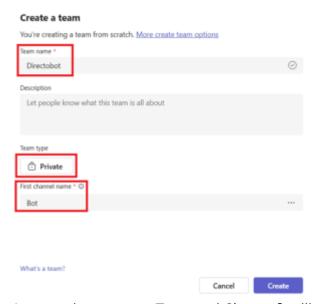
- 1. Open Teams and select a Channel:
 - Go to the Teams group where you want to add the webhook and select the appropriate channel.

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

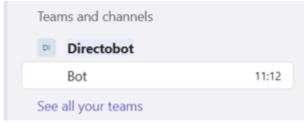
• Create a New Team:



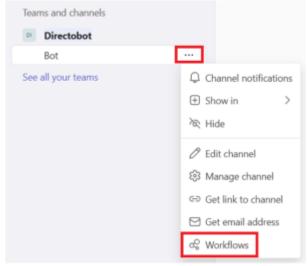
and during the process also the first Channel will be created (do not add any users there yet just give it a name).



As a result, your new Team and Channel will be ready.

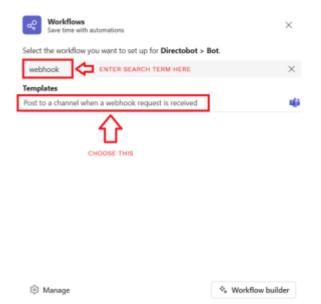


- 2. Add Workflow to the Team's Channel created:
 - Click the three dots (...) next to the channel name and select Workflows.

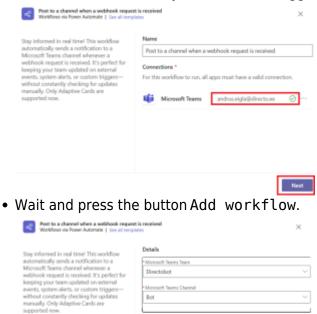


• Search for Workflow Webhook and choose Post to a channel when a webhook request is received.

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



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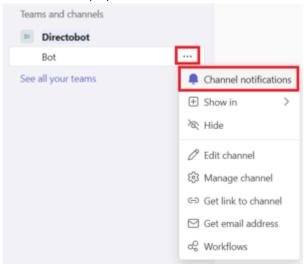
3. Copy the Webhook:

• 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.

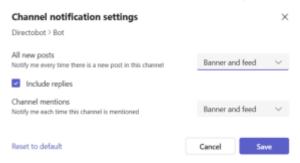


4. Change Channel notification settings:

- 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:



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