

Secure Collaboration in Microsoft Teams

Module 4: Power Apps

Hands-on Lab Step-by-Step

Contents

[Power Apps Request Interface 3](#_Toc40295696)

[Introduction: Teams Request and Automated Provisioning 3](#_Toc40295697)

[Solution overview 3](#_Toc40295698)

[Exercise 1: Building the Request Interface 4](#_Toc40295699)

[Exercise 2: Power App Enhancements 14](#_Toc40295700)

[Copyright 15](#_Toc40295701)

# Power Apps Request Interface

## Introduction: Teams Request and Automated Provisioning

Imagine an organization that would like to have a little more control over the provisioning of assets withing Office 365, specifically in this case Microsoft Teams. The organization would like to have a request and provisioning process that follows their rules, allow for the ability to collaborate with people external to their organization (vendors, partners, etc.) as well as be easy to use.

## Solution overview

The Microsoft collaboration and business application platform technologies enable users to build a solution to meet this goal. The application user interface and interaction logic are built in PowerApps, the approval workflow is automated using Microsoft Flow, and the device order data is stored in SharePoint.

Key features of the solution:

1. Ability to submit a request for a new Microsoft Team
2. Follow the provisioning process for the request
3. Provide notifications in Teams to the relevant parties involved
4. Allow for individual Teams to have Guests allowed, or not

## Exercise 1: Building the Request Interface

To front our SharePoint list, we can use a Power App. Power Apps allow for a low-code/no-code environment to create applications on top of data. In this scenario we’ll create a Power App to be the front end into our SharePoint list.

### 1: Navigate to Power Apps

1. Open a new browser tab and go to https://powerapps.microsoft.com
2. Sign in if you are asked to

### 2: Create the Application

We’ll start from scratch to create the Power App. This app will front our requests. It will also live inside the Teams interface, so people can request a new Team while they are inside Teams.

#### Create the base application

|  |  |
| --- | --- |
| 1. In the left rail click **Apps** |  |
| 1. In the toolbar select **New app** 🡪 **Canvas** |  |
| 1. Select the **Tablet Layout** from the **Blank App** template |  |
| 1. Select **Create a Form** |  |
| 1. Select the form (**Form1** in the **Tree View** on the left) and expand the form to take up most of the background canvas (white), leaving about an inch of room on the bottom. |  |
| 1. Click **Connect to data** |  |
| 1. On the left click **Data Sources**, expand **Connectors**, select **SharePoint,** select the **connector for the workshop tenant** |  |
| 1. In the **Connect to a SharePoint Site** flyout, enter the **URL** of **your** site that holds your requests    1. For example, User**2** = [*https://teamswsbloomberg.sharepoint.com/sites/teamsprovisioning****2***](https://teamsws1020.sharepoint.com/sites/teamsprovisioning2) |  |
| 1. Click **<Connect>** |  |
| 1. **Check the box** for the **Team Requests** list and click **<Connect>** |  |
| 1. In the **properties** of the form (Form 1) on the right side:    1. Change the **Data Source** to the **Teams Request** list you selected earlier       1. The form should populate with the fields from our list    2. Change the **Default mode** to **New** |  |
| 1. Click **<Button>** in the **Action Bar** at the top of the page to add a button to the form    1. If you do not see that option make sure that you have the **Insert** menu option selected |  |
| 1. Drag the button to the bottom-right of the form |  |
| 1. In the property pane for the button change the following:    1. **Name**: *btnSubmit*    2. **Text**: *Submit* |  |
| 1. **Repeat steps 13 & 14** for a second button, and change the properties of it to the following:    1. **Name**: *btnClear*    2. **Text**: *Clear* |  |

*Enhance the look & feel of the base application*

|  |  |
| --- | --- |
| 1. Click **<Label>** in the **Action Bar** at the top of the page to add a label to the form |  |
| 1. Make sure the new label is selected in the **Tree view** |  |
| 1. Modify the **properties** of the label to the following | * **Name**: lblHeader * **Text**: Request a Team * **Font size**: 20 * **Font weight**: Bold * **Text alignment**: Align center * **Position (X, Y)**: 0, 0 * **Size (W, H)**: 1366, 60 * **Color**: White * **Color-Fill**: Custom (R: 72; G: 73; B: 116; A: 100) |
| 1. Click **<Label>** in the **Action Bar** at the top of the page to add a label to the form |  |
| 1. Make sure the new label is selected in the **Tree view** |  |
| 1. Modify the **properties** of the label to the following | * **Name**: lblInstructions * **Text**: Use the information below to request a Microsoft Team. Your manager will approve the request, and you will be notified of its approval or rejection. * **Text alignment**: Align center * **Position (X, Y)**: 30, 76 * **Size (W, H)**: 1306, 40 * **Color**: Black * **Color-Fill**: Custom (R: 230; G: 230; B: 230; A: 100) |
| 1. Select **Form1** in the **Tree view** |  |
| 1. Modify the **properties** of the form to the following | * **Name**: RequestForm * **Position (X, Y)**: 31, 133 * **Size: (W, H)**: 1303, 486 |
| 1. In the **Property Pane** for **RequestForm**, click **<Edit Fields>** |  |
| 1. Make sure the field order in the **Fields** blade is the following    1. Title    2. Description    3. Team Template    4. Visibility    5. Classification    6. Asset Owners    7. Asset Members    8. Allow Guests |  |
| 1. Close the **Fields** blade by selecting the **X** |  |
| 1. In the **Tree View** expand the **RequestForm**, exposing the controls within it |  |
| 1. Under **RequestForm**, select the **Title\_DataCard1** control |  |
| 1. Modify the **properties** of the **Title\_DataCard1** to the following | * **Size (W, H)**: 1302, 96 |
| 1. Under **RequestForm**, select the **Description\_DataCard1** control |  |
| 1. Modify the **properties** of the **Description\_DataCard1** to the following | * **Size (W, H)**: 1302, 96 |
| 1. Click **Screen1** in the **Tree View** and then click **<Icons>** in the **Action Bar** at the top of the page and scroll down the list until you can select **Rectangle**, and **select** it to add it to the form |  |
| 1. Make sure the newly added **rectangle** object is selected in the **Tree view** |  |
| 1. Modify the **properties** of the **rectangle** to the following | * **Name**: rctFooter * **Position (X, Y)**: 0, 708 * **Size (W, H)**: 1366, 60 * **Color-Fill**: Custom (R: 72; G: 73; B: 116; A: 100) |
| 1. Select the **Clear** button and modify its properties to the following | * **Position (X, Y)**: 954, 619 * **Color-Fill**: Custom (R: 72; G: 73; B: 116; A: 100) * **Border-Style**: None |
| 1. Select the **Submit** button and modify its properties to the following | * **Position (X, Y)**: 1146, 619 * **Color-Fill**: Custom (R: 72; G: 73; B: 116; A: 100) * **Border-Style**: None |
| 1. Select **Screen1** in the **Tree view** |  |
| 1. Modify the **properties** of **Screen1** to the following | * **Name**: RequestScreen * **Color-Fill**: Custom (R: 204; G: 204; B: 204; A: 100) |

#### Configure the application’s properties

|  |  |
| --- | --- |
| 1. Select the **Clear** (**btnClear**) button on the form |  |
| 1. In the upper-left portion of the screen, make sure the property dropdown says **OnSelect** |  |
| 1. Replace the current value of **false** with: **ResetForm(RequestForm)** |  |
| 1. Select the **Submit** (**btnSubmit**) button on the form |  |
| 1. In the upper-left portion of the screen, make sure the property dropdown says **OnSelect** |  |
| 1. Replace the current value of **false** with: **SubmitForm(RequestForm)** |  |
| 1. In the **Menu Bar** select **File** |  |
| 1. Enter a **Name** for your app, incorporating your number in it, for example: User2’s app name: **New Team 2** |  |
| 1. Select an icon **background color** if desired |  |
| 1. In the left rail select **Save** |  |
| 1. On this page click **<Save>** in the bottom-right |  |
| 1. Select the left-arrow (**🡨**) at the top-left to return to the app |  |
| 1. Run the application by clicking the play (Play) icon in the upper-right of the screen |  |
| 1. Enter a request for a new Team and fill in all the fields, selecting **<Submit>** when complete |  |
| 1. **Navigate to Teams** in the browser and notice the Chat and see the notifications appear |  |

#### Install into Teams

|  |  |
| --- | --- |
| 1. Open a new tab to <https://powerapps.microsoft.com>    1. Sign in if required |  |
| 1. Select **Apps** from the left rail |  |
| 1. Select your app by **clicking the radio button** to the **left** of the app name |  |
| 1. The option **Add to Teams** should appear in the **Action Bar** above the list, click **Add to Teams** |  |
| 1. On the flyout on the right-side select **<Download app>** and save the file locally |  |
| 1. Go to **Teams** in your browser (<https://teams.microsoft.com>) |  |
| 1. Select the **ellipsis** (…) in the left rail |  |
| 1. Select **More apps** |  |
| 1. Select **Upload a custom app**    1. Then select **Upload for**… |  |
| 1. Navigate to where you save the file from **step 5** |  |
| 1. Click your app that now appears |  |
| 1. Click the **<Add>** button |  |
| 1. Enter a new request and follow the process |  |
| 1. Note how this app is now accessible from the left rail of Teams |  |

## Exercise 2: Power App Enhancements

While this is a good starting point for the Power App we can add some more enhancements to our application. The following are some good, additional enhancements.

### 1: Smarter Dropdowns

The current application just surfaces the information that’s located in the SharePoint list, specifically related to the Team Templates. Come up with a data storage mechanism (variables, arrays, etc.) in the app that converts the data for Team Templates to a more reader-friendly list

### 2: Teams Request Confirmation Box

Currently the app just performs the submit and that is all. The addition of a “Request Submitted” type of confirmation box to notify the user of the submission going through would enhance the experience. Various shapes and their properties can be used to mimic these dialogs in the app. Adding one to perform this would enhance the interface for the users.

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