Microsoft
Power Platform

Dataverse for Teams in a Day

Lab 06

Collaboration Exercise

Contents

Overview

**The estimated time to complete this lab is 20 minutes.**

In this lab, you will see how all the tools you have built in the previous labs come together as a complete solution in Microsoft Teams. You will invite others in to your team (and join other teams) for a fun collaboration exercise.

Exercise 1: Add others to your team

Task 1: Add others to your team

Your trainer may provide guidance on who to add to your team in this exercise, in order to divide up the group evenly, or you may work amongst yourselves in the group to add each other to your teams as you wish. Note you can only add other participants who are in the same tenant as you.

1. Go to your Team (via the main Teams icon on the left navigation menu) and add another user from your lab group to your team. Click on ... next to the Team name and select **Add member**. Search for their name and click **Add**.
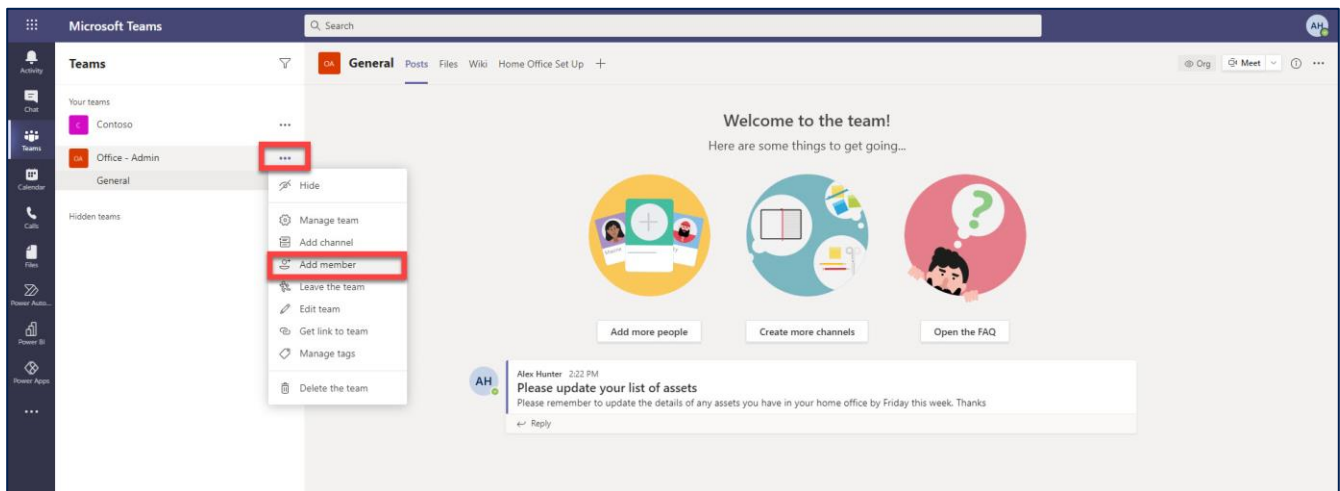

2. Repeat step 1 until you have about 5 other people in your team. You should see an announcement in the general channel shortly after you add each member, announcing them to the group.

3. You may also be added to other teams; you will see them in your list of Teams and you will receive a notification in the activity feed each time you are added to a new team.
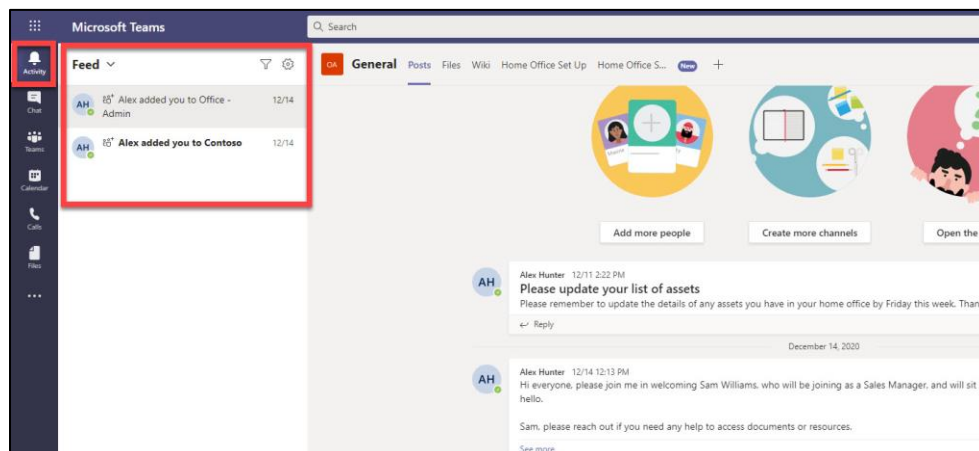
Exercise 2: Create requests in other teams

Task 1: Discover the Power Virtual Agents chatbot for a team you have been added to

1. Navigate to the app store, click on Built for Contoso (or your organization name) in the left hand menu, and you will see the chatbots that have been built for and shared with your organization (approved by admin), and built by your colleagues (published and shared).
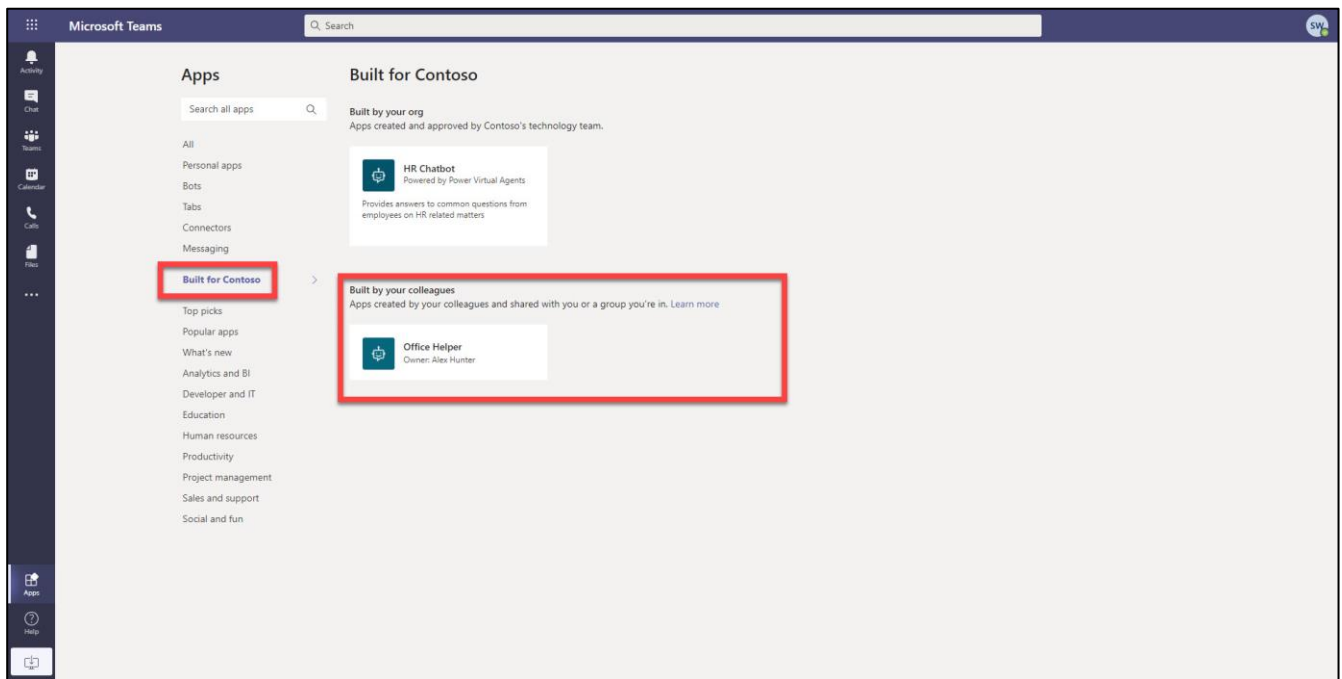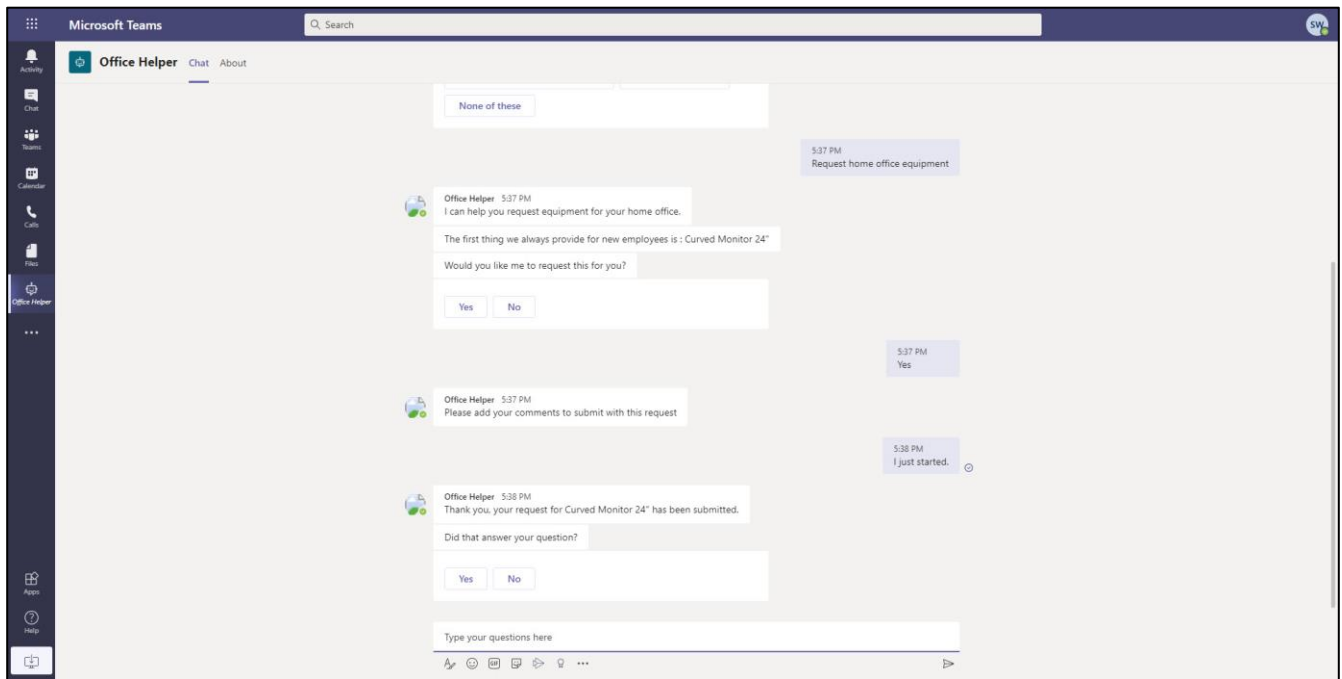
2. Click on one of the chatbots to to open it, and then select Add.
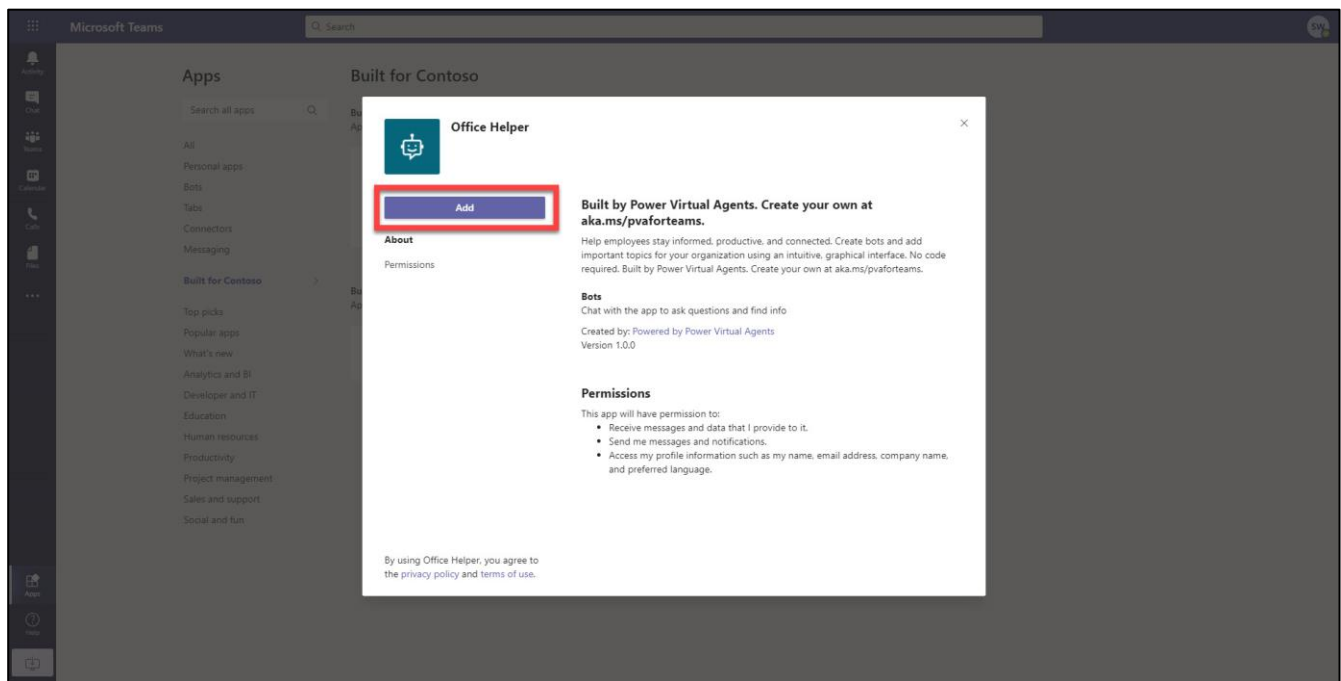
3. You will be taken to the chat, where the chatbot will start the conversation, and greet you by name.
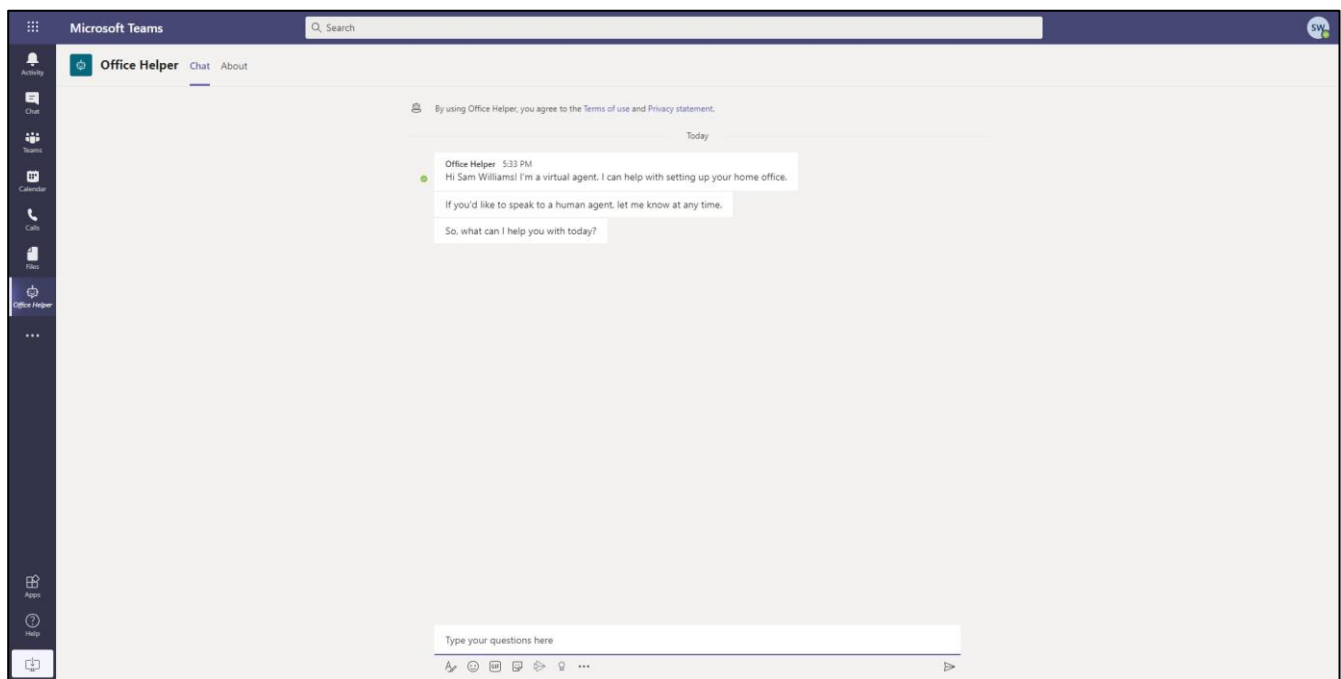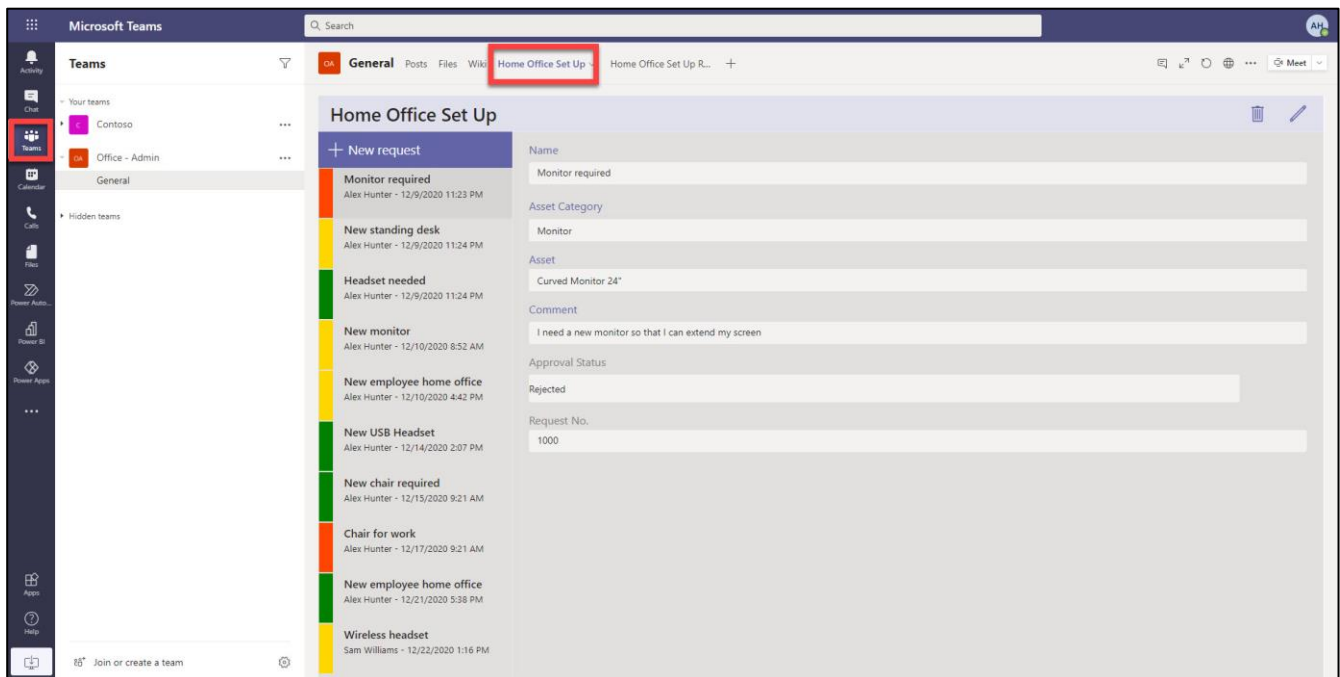
4. Chat with the bot to place a request for home office equipment.

5. You can continue to chat with the bot to place additional orders if you wish.

Task 2: Place additional orders using the app

1. Navigate to the General channel of the team you have been added to, and open the app in the tab.

2. Place one or more orders for home office equipment using the app.

3. As the team owner approves your requests, you should see approval notifications appear in your chat, sent as Adaptive Cards, showing the details of your request and the approval.

Task 3: Make requests in other teams

1. Repeat the above process of making requests, either via the chatbot or the app, for other teams you have been added to.

The idea is that everyone will end up with enough requests in their team to see everything working, and to test everything out with more data in it. Have some fun, chat to the other participants, help each other get lots of requests coming through to see all your work in action in a collaborative scenario.

Exercise 3: Manage your team

Task 1: Approve or reject incoming requests

1. As others create requests in your channel, you will receive approval requests. Open another browser tab and navigate to https://outlook.office365.com/ to open Outlook. Work through these approval requests, either approving or rejecting. Mix up your responses, including leaving some outstanding, so that you can see a variety of data appearing in your app and your Power BI report.
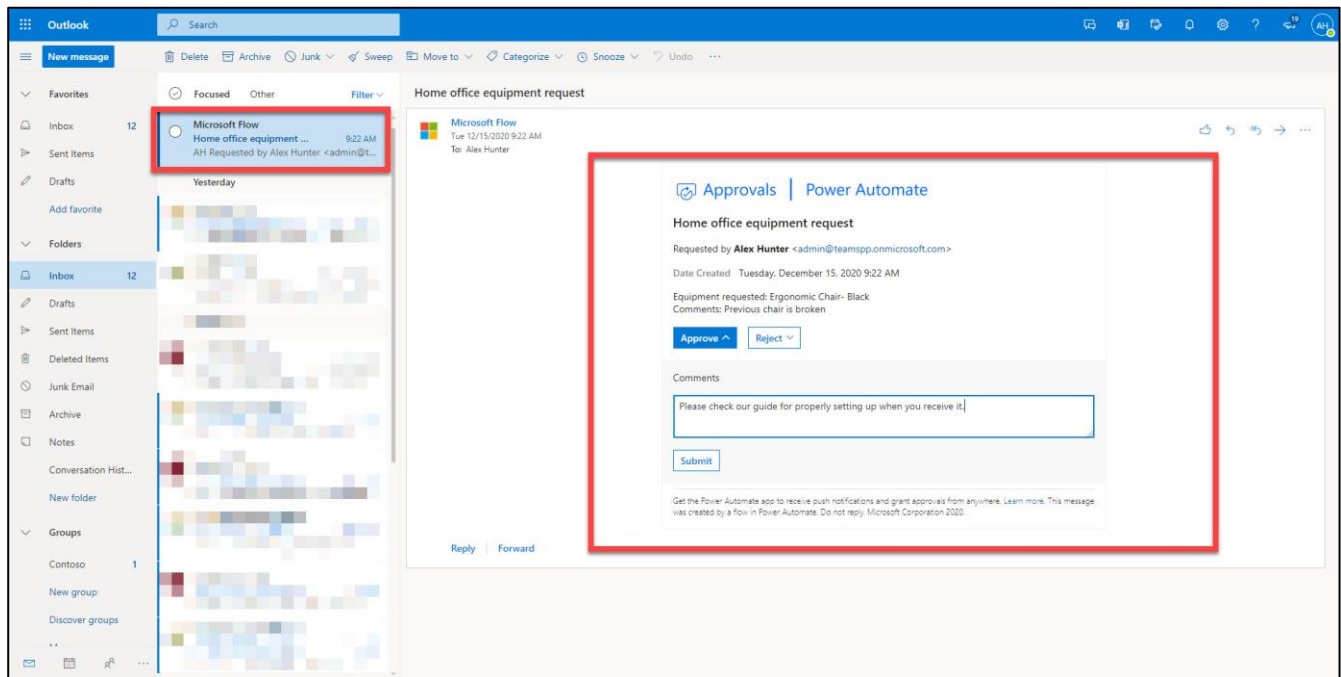
Note: As the Power BI report was created in the optional lab, you may not have access to the report shown below. If the report has not been built, you can skip the instructions below and you have now completed this collaboration exercise.

Task 2: Analyze your data (Optional)

1. Navigate to the Power BI app for Teams using the left hand navigation bar, and view your Power BI report. Refresh the report using the [⟳] icon in Teams to see the it updated with the latest requests.
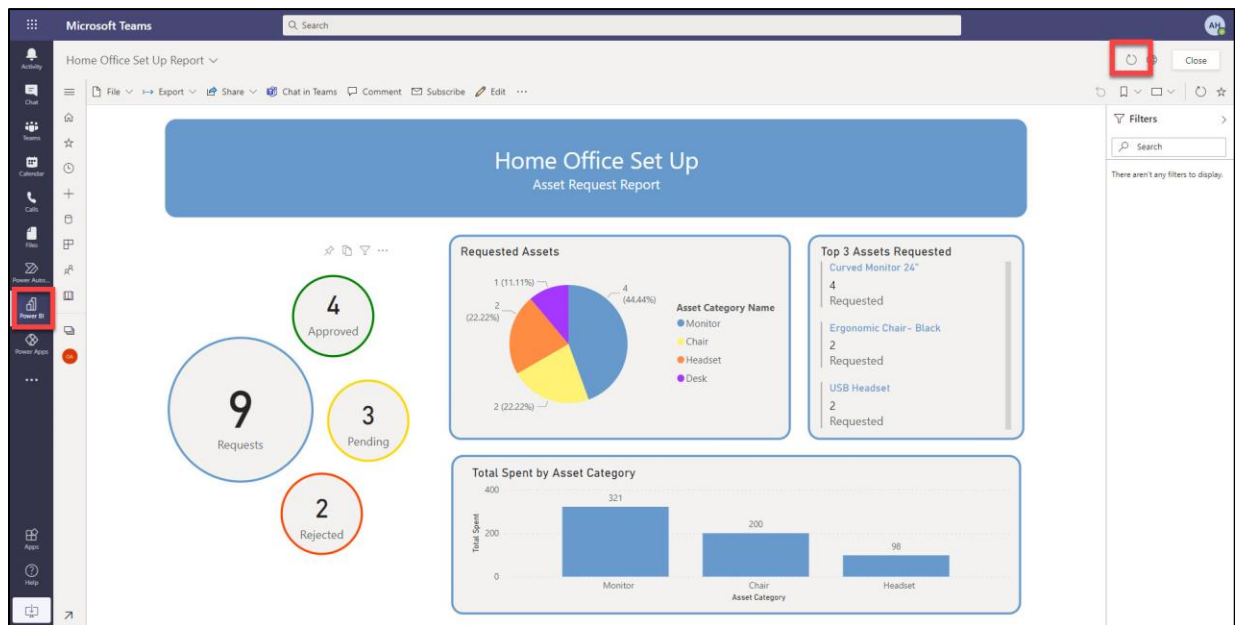
2. Click on one of the Asset Categories in the pie chart to apply a filter to your report.
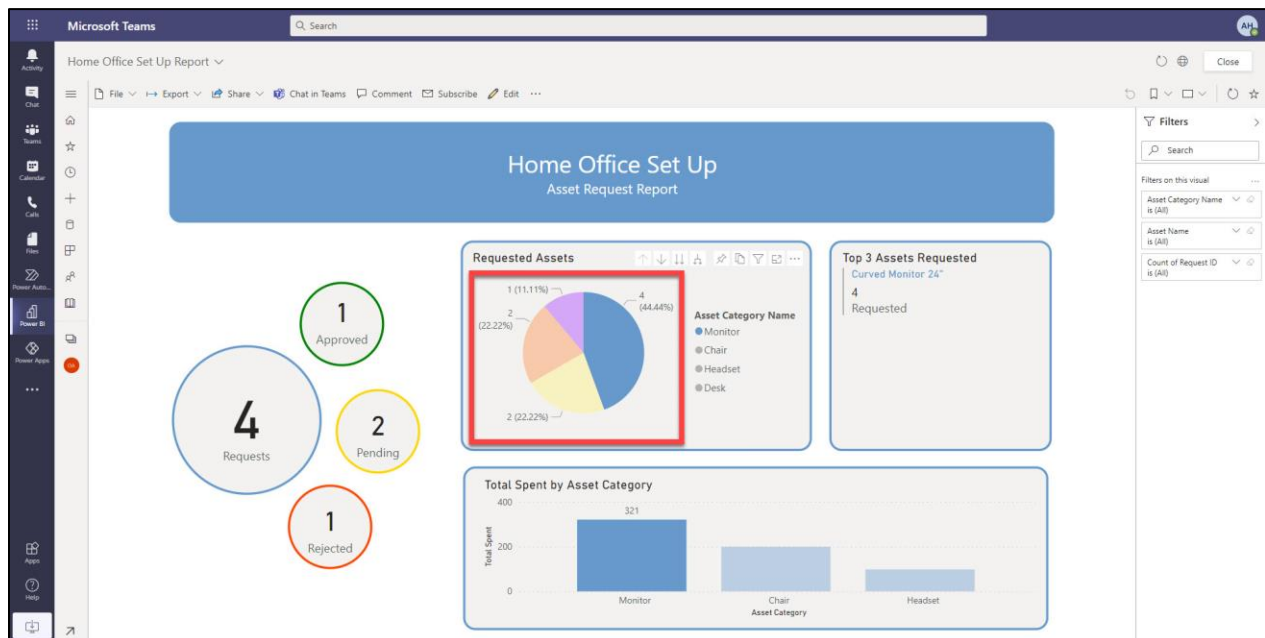
Task 3: Collaborate on your report

1. You can share your Power BI report in a channel to collaborate on it, including sharing it with filters applied so your colleagues can see the context in which you started that conversation. With the filter still applied, click on the **Chat in Teams** icon, select the team and channel you have been working in, add some comments, and click **Share**.
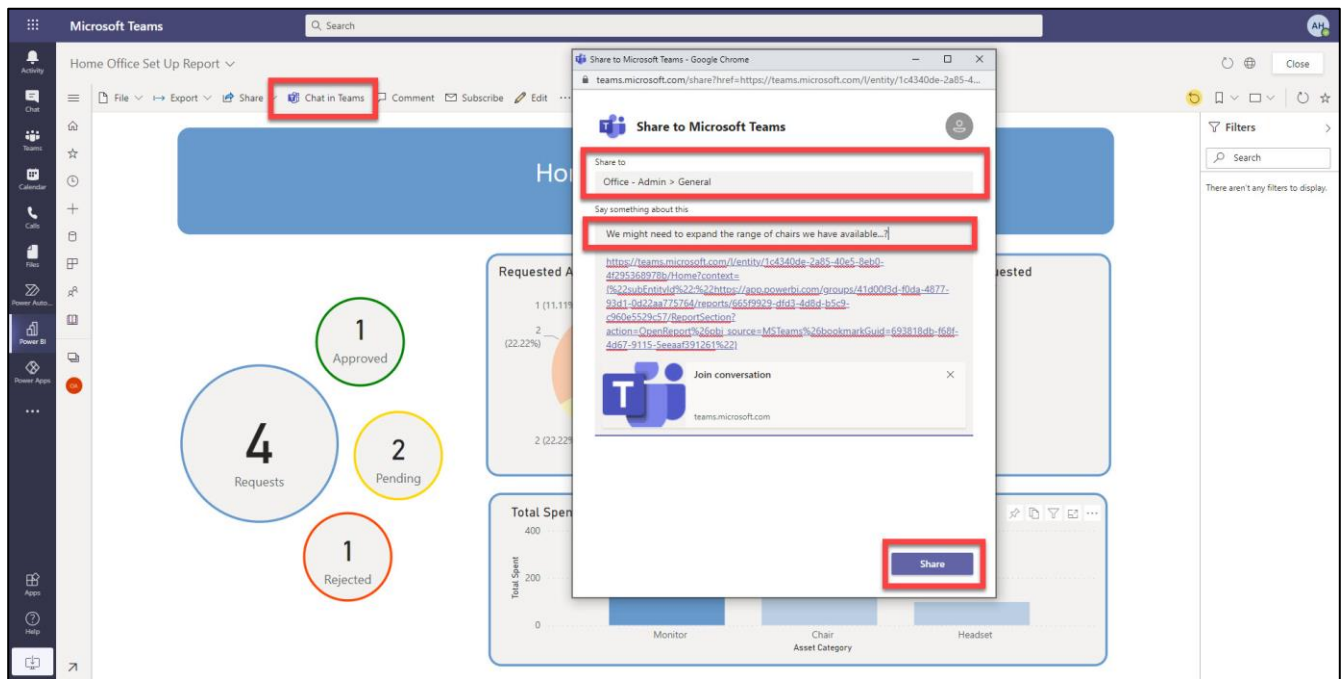
2. You will get a confirmation message. Click **Close**.
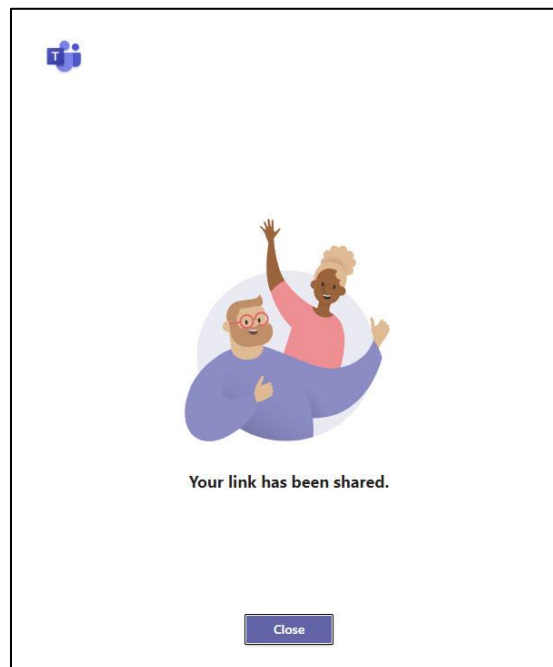
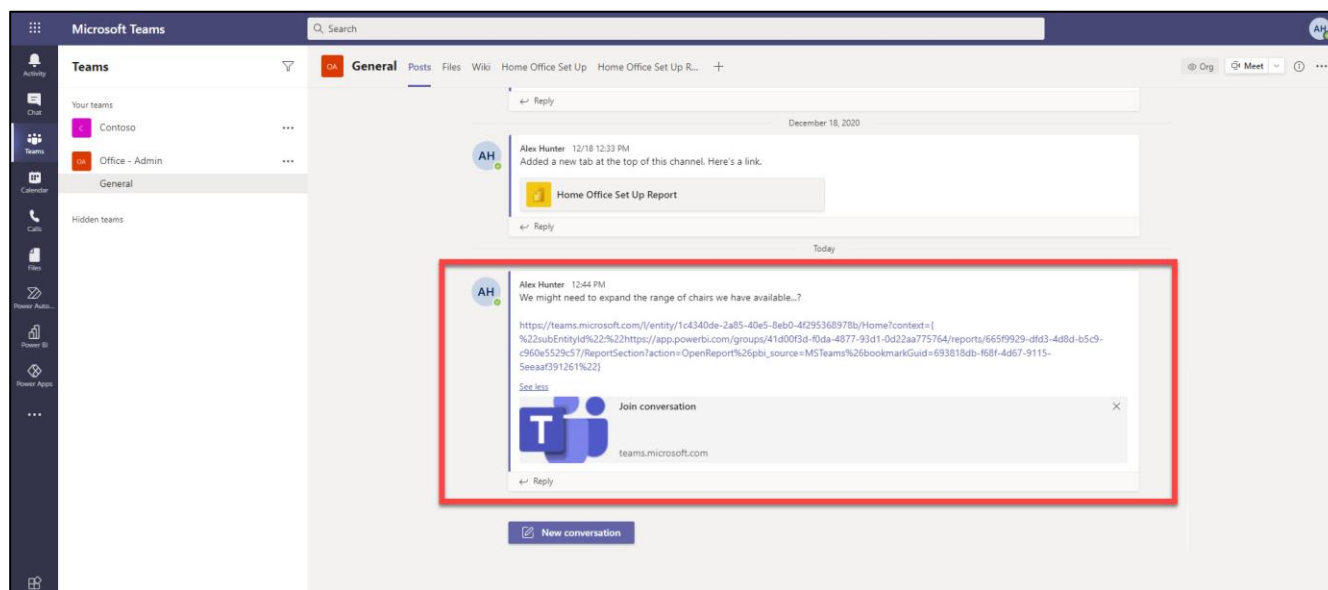3. Return to your team to see the report shared in the channel. Add some comments in the conversation thread, and @mention someone in your team. Click on the hyperlink to return to the report and you will see that it returns with the filter applied.

Task 4: Add your report to a chat

1. Open chat and start a new chat with someone in your team. Type a message and then click on the Power BI icon under your message.
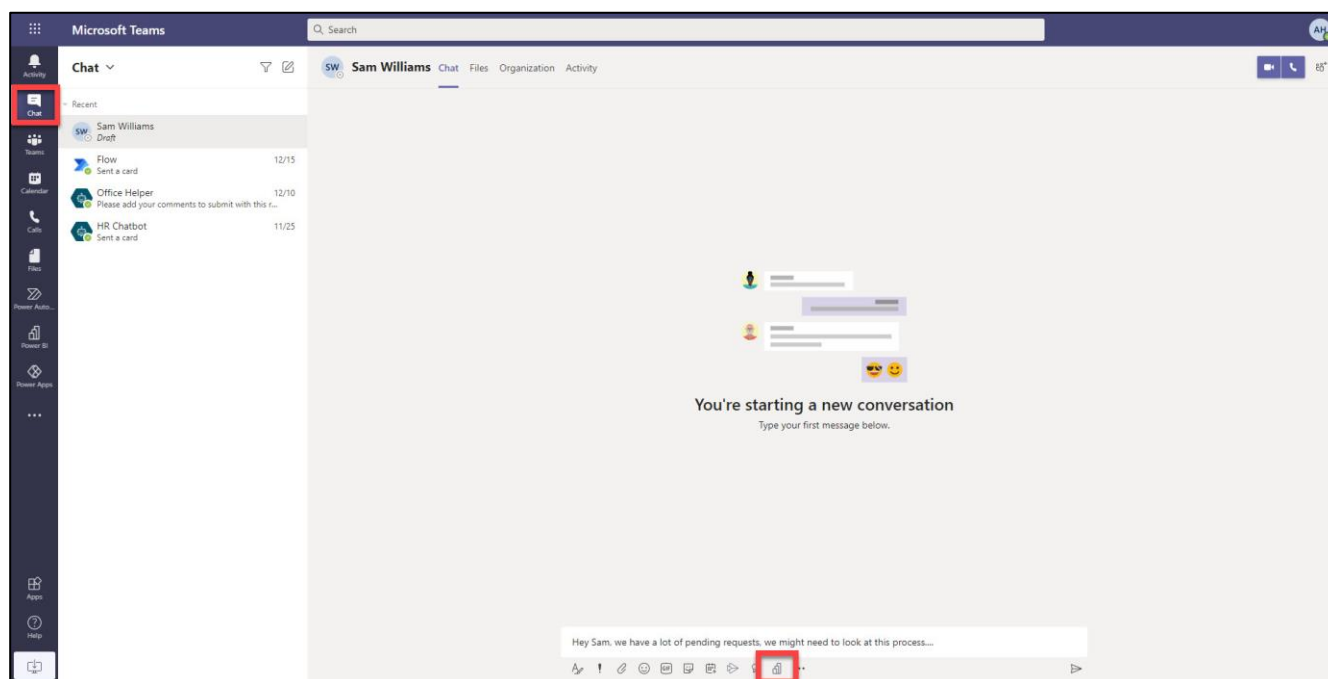
2. Select your Power BI report from the list.

3. Send your message.

4. Reply to any chat messages you get from others in your team sharing Power BI reports with you.

Summary

In this lab, you used all the elements of Teams and Power Platform that you created throughout the day – a database, an app, flows, and a chatbot – to see how they work together inside Teams a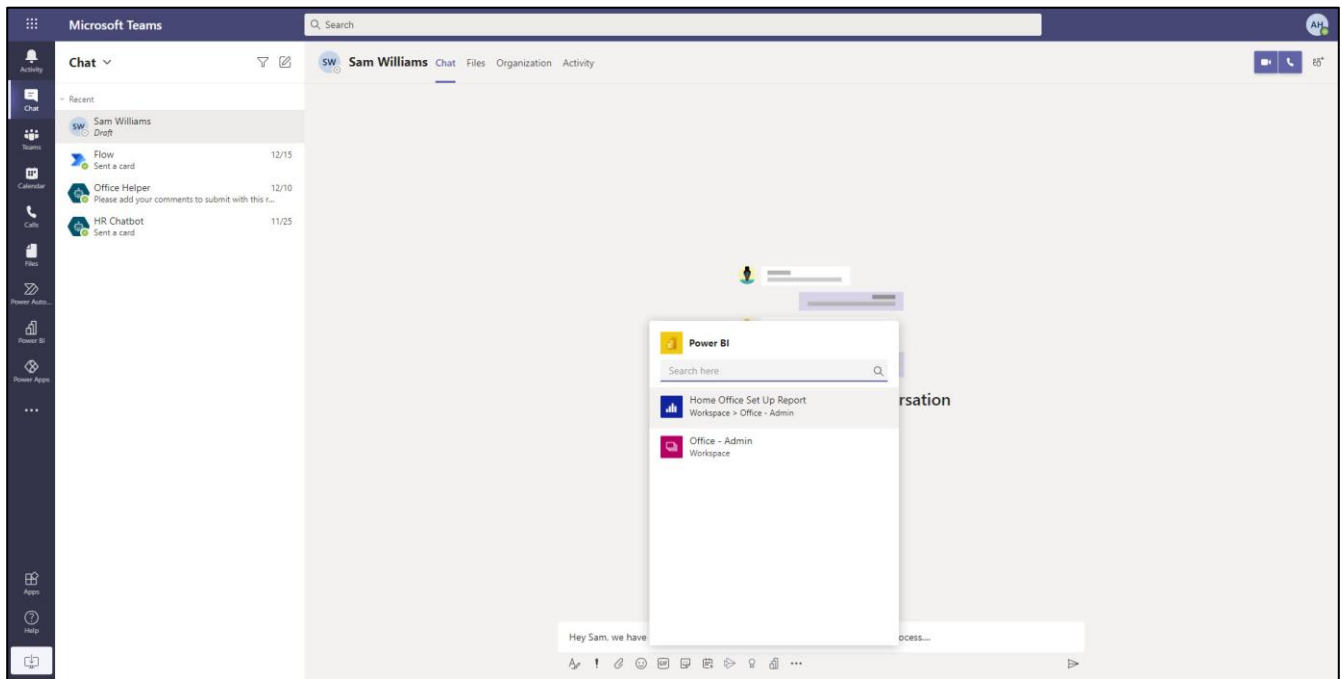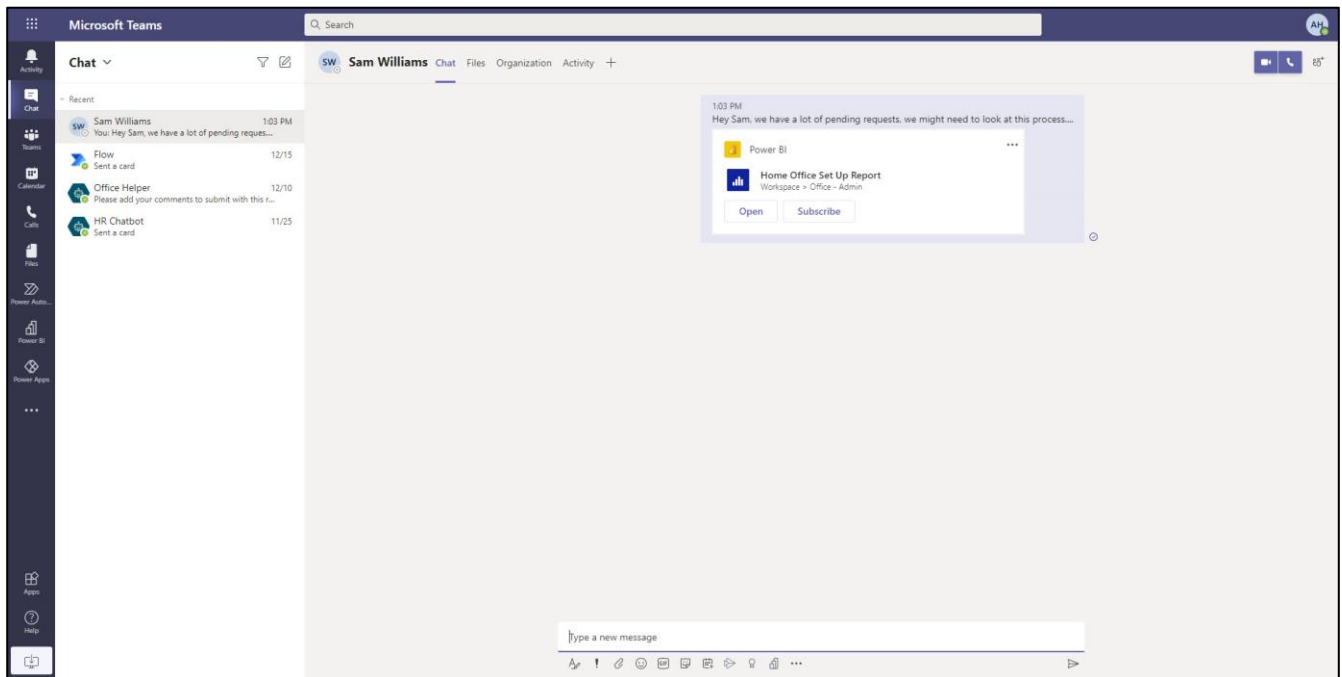s a collaboration platform. You got to test and see your own solution working in a team with others, and also learned how to discover and use apps and bots created by others in your team and organization.

Lab Survey

We would appreciate your feedback on this hands-on-lab, such as the quality of documentation and the usefulness of the learning experience. Please use the survey at https://aka.ms/TeamsPPSurvey to share your feedback. You may provide feedback for each module as you complete it or at the end once you've completed all the modules. Thank you!

Terms of Use

By using this hands-on lab, you agree to the following terms:

The technology/functionality described in this hands-on lab is provided by Microsoft Corporation in a "sandbox" testing environment for purposes of obtaining your feedback and to provide you with a learning experience. You may only use the hands-on lab to evaluate such technology features and functionality and provide feedback to Microsoft. You may not use it for any other purpose. Without written permission, you may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell this hands-on lab or any portion thereof.

COPYING OR REPRODUCTION OF THE HANDS-ON LAB (OR ANY PORTION OF IT) TO ANY OTHER SERVER OR LOCATION FOR FURTHER REPRODUCTION OR REDISTRIBUTION WITHOUT WRITTEN PERMISSION IS EXPRESSLY PROHIBITED.

THIS HANDS-ON LAB PROVIDES CERTAIN SOFTWARE TECHNOLOGY/PRODUCT FEATURES AND FUNCTIONALITY, INCLUDING POTENTIAL NEW FEATURES AND CONCEPTS, IN A SIMULATED ENVIRONMENT WITHOUT COMPLEX SET-UP OR INSTALLATION FOR THE PURPOSE DESCRIBED ABOVE. THE TECHNOLOGY/CONCEPTS REPRESENTED IN THIS HANDS-ON LAB MAY NOT REPRESENT FULL FEATURE FUNCTIONALITY AND MAY NOT WORK THE WAY A FINAL VERSION MAY WORK. WE ALSO MAY NOT RELEASE A FINAL VERSION OF SUCH FEATURES OR CONCEPTS. YOUR EXPERIENCE WITH USING SUCH FEATURES AND FUNCITONALITY IN A PHYSICAL ENVIRONMENT MAY ALSO BE DIFFERENT.

FEEDBACK If you give feedback about the technology features, functionality and/or concepts described in this hands-on lab to Microsoft, you give to Microsoft, without charge, the right to use, share and commercialize your feedback in any way and for any purpose. You also give to third parties, without charge, any patent rights needed for their products, technologies and services to use or interface with any specific parts of a Microsoft software or service that includes the feedback. You will not give feedback that is subject to a license that requires Microsoft to license its software or documentation to third parties because we include your feedback in them. These rights survive this agreement.

MICROSOFT CORPORATION HEREBY DISCLAIMS ALL WARRANTIES AND CONDITIONS WITH REGARD TO THE HANDS-ON LAB, INCLUDING ALL WARRANTIES AND CONDITIONS OF MERCHANTABILITY, WHETHER EXPRESS, IMPLIED OR STATUTORY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. MICROSOFT DOES NOT MAKE ANY ASSURANCES OR REPRESENTATIONS WITH REGARD TO THE ACCURACY OF THE RESULTS, OUTPUT THAT DERIVES FROM USE OF THE VIRTUAL LAB, OR SUITABILITY OF THE INFORMATION CONTAINED IN THE VIRTUAL LAB FOR ANY PURPOSE.

DISCLAIMER This lab contains only a portion of new features and enhancements in Microsoft Teams and Power Platform. Some of the features might change in future releases of the product.