Soundbite Teams App

Installation Guide – Individual User Setup

Please use the following setup instructions to manually deploy the Soundbite Teams App for a single user. If you are attempting to setup the Teams app for an entire organization, please refer to the Soundbite Teams App Installation Guide – Organization Setup.

**Step 1 – Ensure You Can Upload a Custom Teams App Package**Teams can be configured to allow or deny the ability to upload a custom app package. The instructions in this document require you to have been granted this privilege. You can determine whether you can upload a custom application package by seeing if the option is available in the Teams UI.

* Click the App icon on the left navigation bar



* Click Manage Your Apps option on the left menu that appears  
  
* Verify that you see the option:  
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If you do not have this option, you will need to request the ability to upload an application from your IT department. This is sometimes referred to as side-loading an app. More information on enabling this option for users is available at the following link:  
  
<https://elischei.com/enable-sideloading-of-apps-in-microsoft-teams/>

**Step 2 - Acquire the Soundbite Teams App Package**Please download the latest version of the Soundbite Teams App to a location on your computer that is easy to remember so you can find it later. You can also opt to put it in a difficult to find location, but that will make things more difficult later. We recommend the easy approach. The most recent release of the Soundbite Teams App is available on Git Hub at the following URL:

<https://github.com/Soundbite-ai/api/tree/main/releases/teamsApp>

Any custom or pre-release versions of the app will need to be obtained through your account representative or support engineer.

**Step 3 – Upload the Soundbite Teams App Package**To upload the Soundbite Teams App p

* Click the App icon on the left navigation bar



* Click Manage Your Apps option on the left menu that appears  
  
* Click on Upload a custom app:  
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* Use the open file dialog to locate the Soundbite Teams App package that was downloaded in the previous step. If you chose to put in an easy to find location, this should be easy. Conversely, if you put it in a hard-to-find location then it will be more difficult. You were warned. After locating the file, click **Open** to install the app.
* After clicking open, the Add an App dialog displays showing information about the Soundbite Teams App package. After reviewing the information in the dialog, click the Add button to add the Soundbite Teams App to Teams.  
    
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**Step 4 – Locating the Soundbite Teams App**

Immediately after installing the Soundbite Teams App, the app is displayed. If you click into another area of Teams, however, the app may no longer be visible. To locate the app again, click on the ellipses on the left nav to display a list of the apps installed in Teams. Type Soundbite into the search bar. To filter results down to just the Soundbite application. You can then click the Soundbite Teams App icon to display the Soundbite Teams App.

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**Step 5 – Pinning the Soundbite Teams App**

To make it easier to locate, it helps to pin the Soundbite Teams App to your left navigation bar. To pin the application, locate the application as outlined in the previous section. You will see the application icon on the left nav bar. Right click on the Soundbite Teams App icon and choose Pin from the context menu.  
  
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The Soundbite Teams App is now pinned to your navigation bar.