



Power Platform App in a Day

Supplemental Module 2: Teams

Hands-on Lab Step-by-Step

May 2020

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Microsoft Teams

Lab Prerequisites

This is an optional addition to the App in a Day series, covering Power Apps, Common Data Service, Power Automate and Power BI. The assumption is that you have successfully completed the first four modules, or at least the initial part of setting up an environment as described in the overview – “00-AppInADay Lab Overview.pdf”.

If you have not completed the previous modules, you can use the completed version of the lab package in the “\Completed\Module4\Completed Solution” folder. Follow the instructions in the document “Complete Solution” before proceeding with this module, which will provision the app and the Common Data Service entity into your environment.

NOTE: It is not recommended to do these exercises on a tenant other than a demo tenant or a trial tenant. If you are completing these exercises on an active tenant managed by your company’s IT department, some features may not be available due to admin policies. If you are working on your company’s tenant, please ensure that your tenant allows uploading of custom apps to Teams or request this access. If this is not possible, you can start an Office 365 trial tenant and pick up where you left off by downloading the completed solution and importing it as outlined in the paragraph above.

Another option would be to contact your IT admin and ensure that they allow users to upload custom apps and app pinning. They can assign permission to this in the Teams Admin center and instructions are included in the lab content pack. They have the option to create a user group of the lab participants and provide that group with temporary approval to upload and pin apps for the purpose of this lab.

A helpful resource for IT Admins’ common questions: aka.ms/PowerAppsTeams_whitepaper

This lab is subject to the Terms of Use at the end of this document.

About Microsoft Teams

Microsoft Teams is a hub for teamwork, which brings together everything a team needs: chat and threaded conversations, meetings & video conferencing, PSTN calling*, content collaboration with the power of Office applications, and the ability to create and integrate apps and workflows that your business relies on.

Adding your Power App to Teams makes it more accessible and easier to distribute. By adding your app to a Teams channel or pinning it to the app bar, you and other users will know where to find it. Also, some app’s usefulness is enhanced by being in the same tool as your team’s chat and collaboration. Adding apps to Teams brings more of your work into a common place and reduces the time you spend searching for and switching between the tools you need.

Exercise 1: Setup Teams

In this exercise, you will change the Teams policy to allow custom app uploading, you will create a new team, add channels, and then add users to your team and channels.

In this module, we will use Teams web client because it requires no installation and you may find that you already have some content set up for you in Teams.

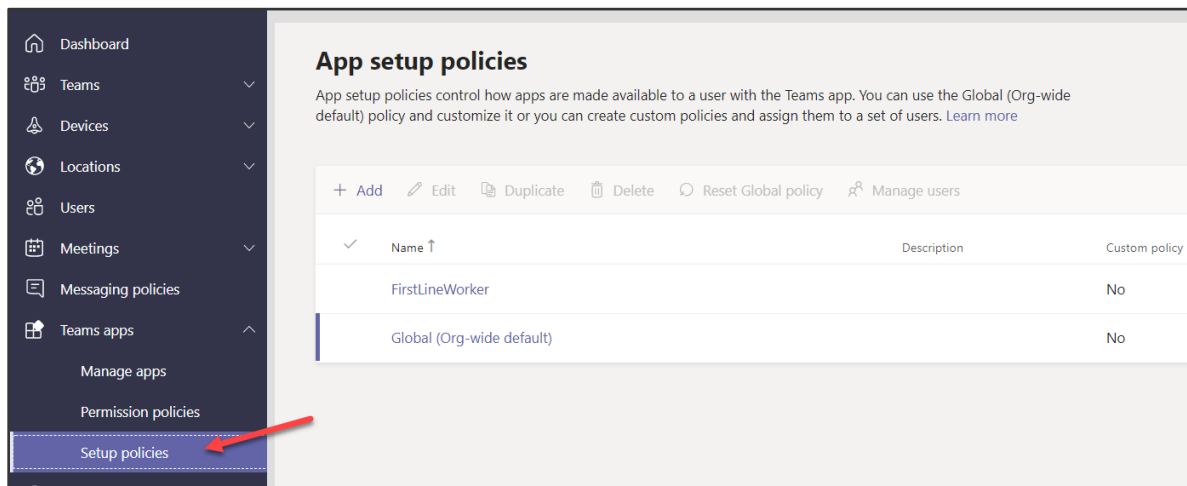
Note: You can also download the desktop client version of Teams, and the setup steps are the same.

Task 1: Set Teams admin controls

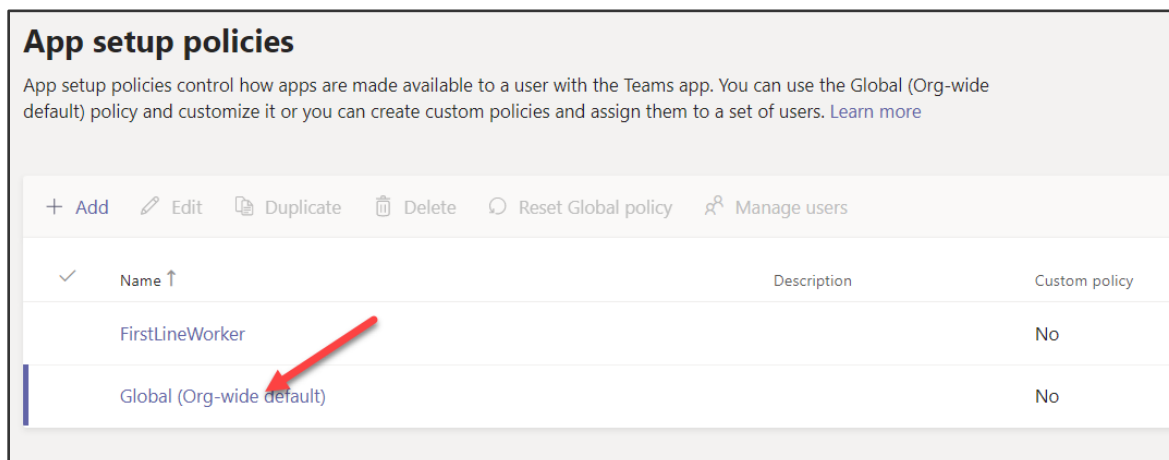
Note: If you do not have admin privileges to check these policies, your instructor should do it for you.

You will now make sure that your Teams admin policies are setup in a way that allow you to upload apps.

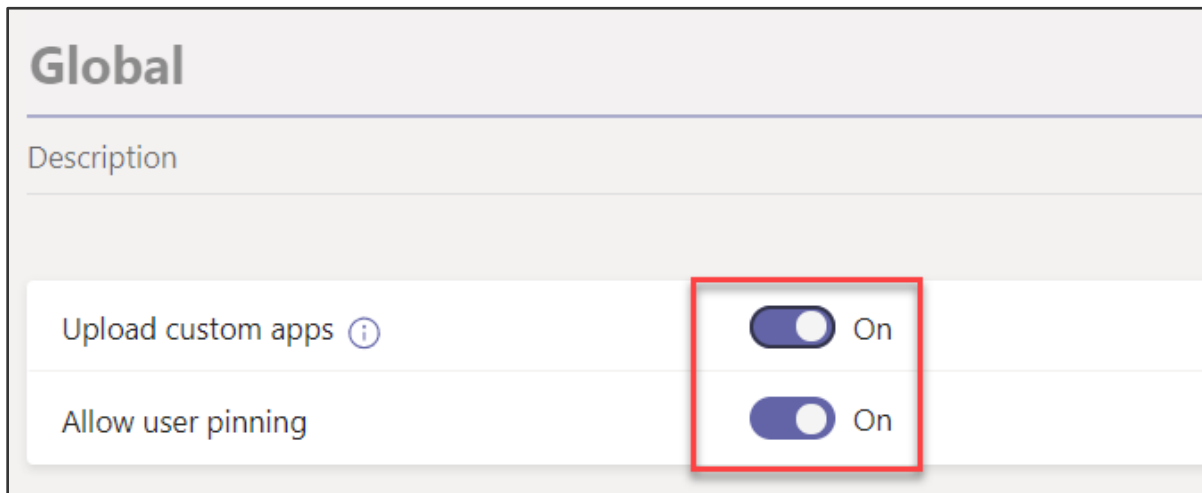
1. Open a new browser tab and navigate to Microsoft Teams admin center.
2. On the admin center menu on the left, click Teams app, and then select Setup policies.



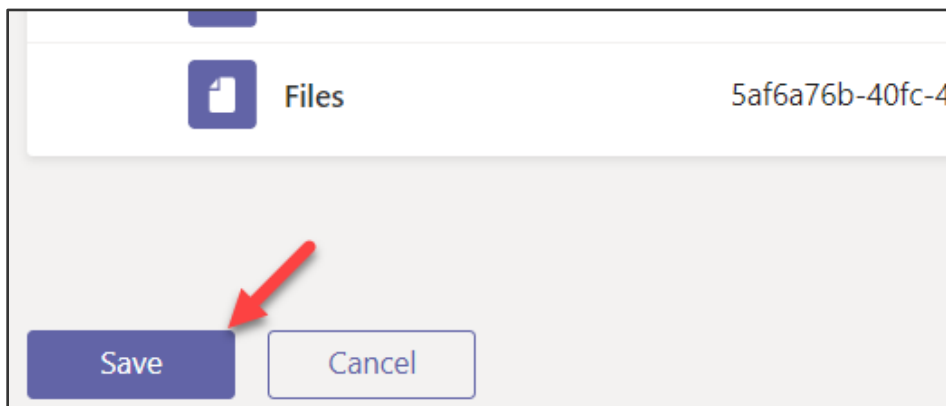
3. On the **App setup policies** screen, select the category **Global (Org-wide default)**.



4. Turn on both **Upload custom apps** and **Allow user pinning**.



5. Click **Save**.

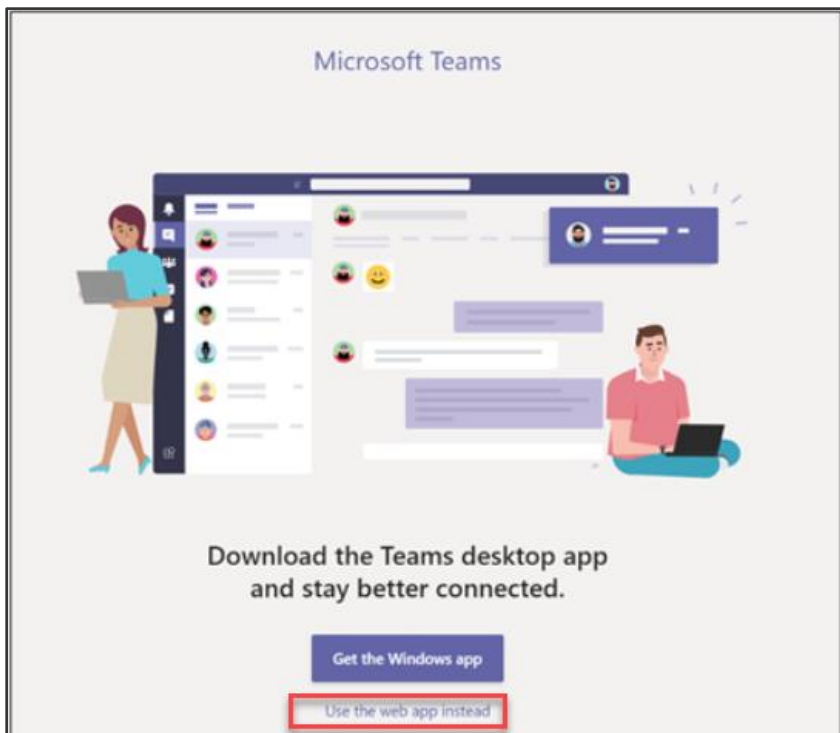


Note: Occasionally it can take some time for the new policies to become active in the system. It could take up to a few hours, but typically happens within a few minutes.

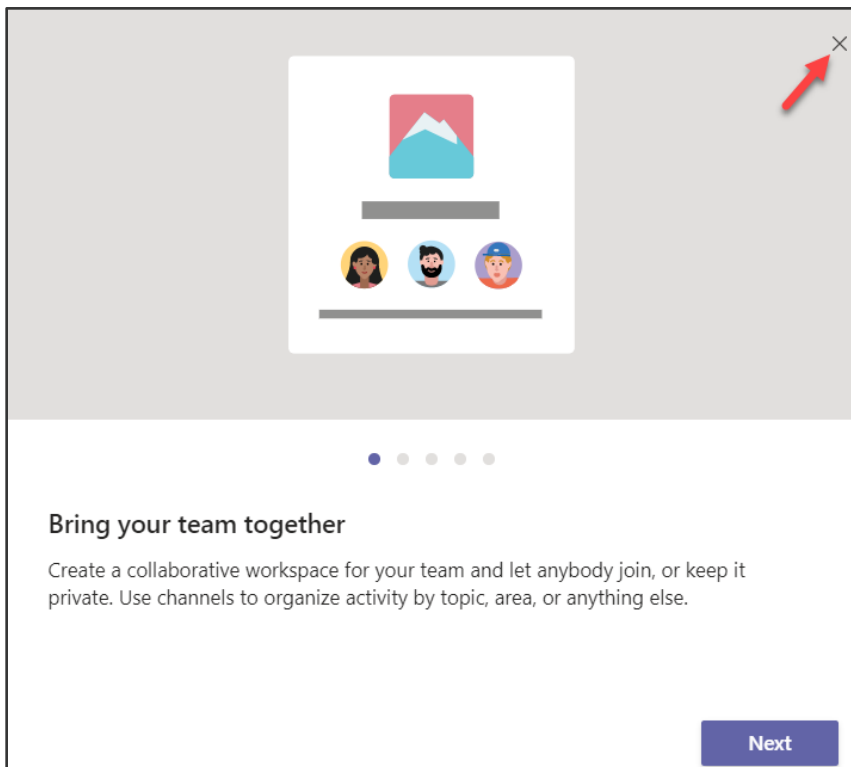
Task 2: Open Teams web client

Note: You can also download the desktop client version of Teams, and the setup steps are the same. If you are in an instructor-led training or working on an already established tenant, the web client may be the easier option and you may find that you already have some content set up for you in Teams. You will find the desktop and web client versions of Teams to be very similar.

1. In a private browser session, navigate to [Microsoft Teams](#)
2. Click **Use the web app instead** at the bottom.



3. Click **Close** to close the welcome screen.



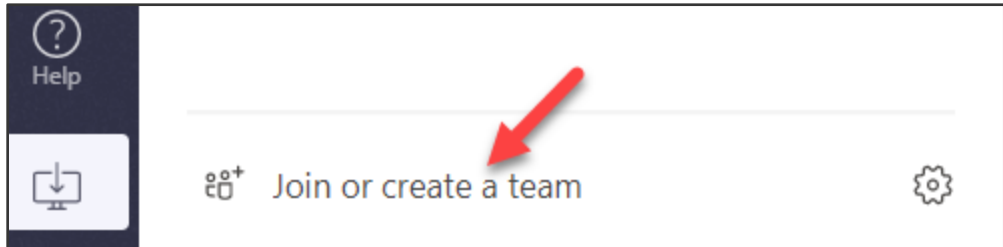
4. Make sure to leave this browser tab open as you will be coming back to this throughout the lab

Note: When you first set up Teams, a new team will be created based on your tenant name. This can be modified and used as you'd like. We will next show you how to set up a team from scratch so you can add more Teams for new projects or workgroups.

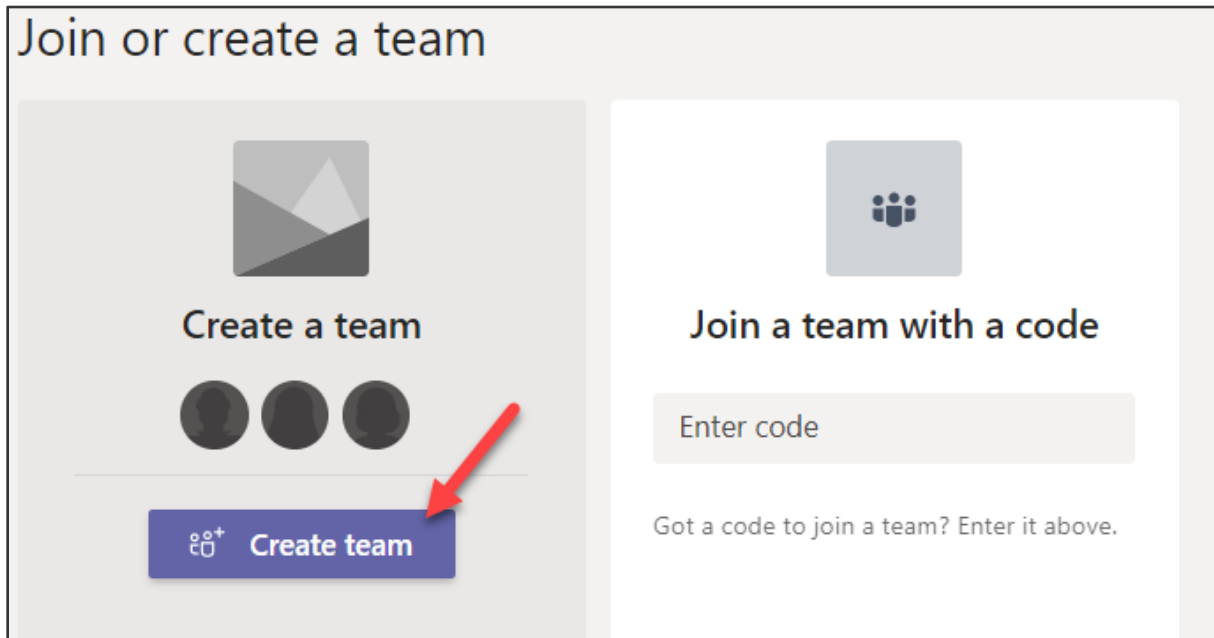
Task 3: Create new Teams

Remember, you are likely in a shared classroom environment. If your Teams names show errors or duplicates, simply add a unique identifier like your name to the Teams name to resolve this.

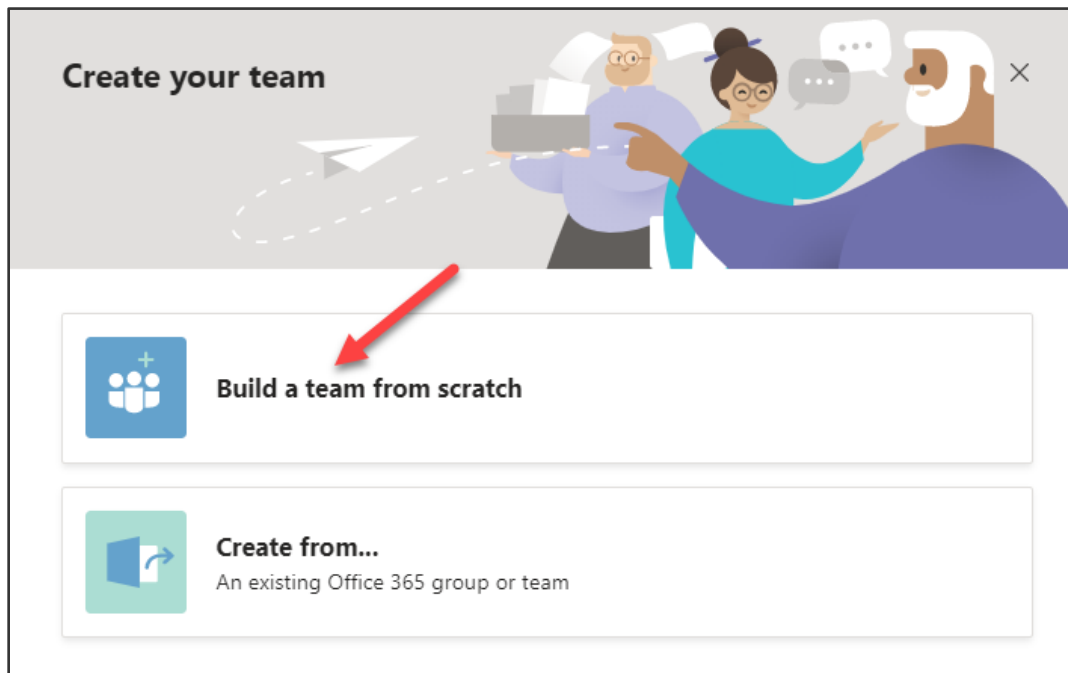
1. Click on the **Join or create a team** button located on the bottom left.



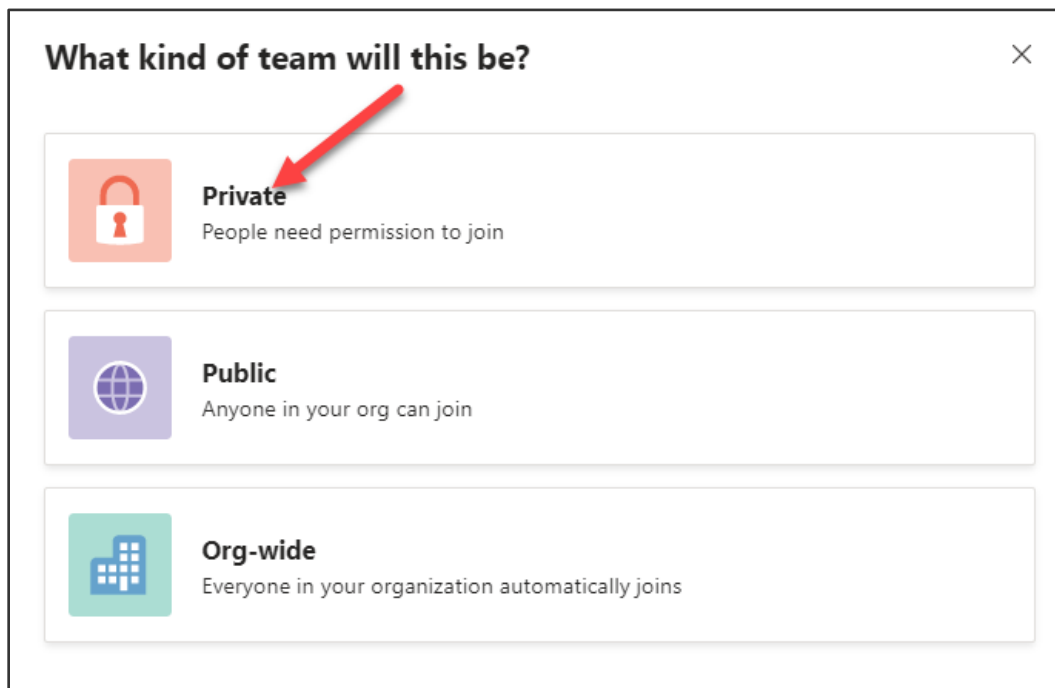
2. Hover over the **Create a team** tile and select **Create team**.



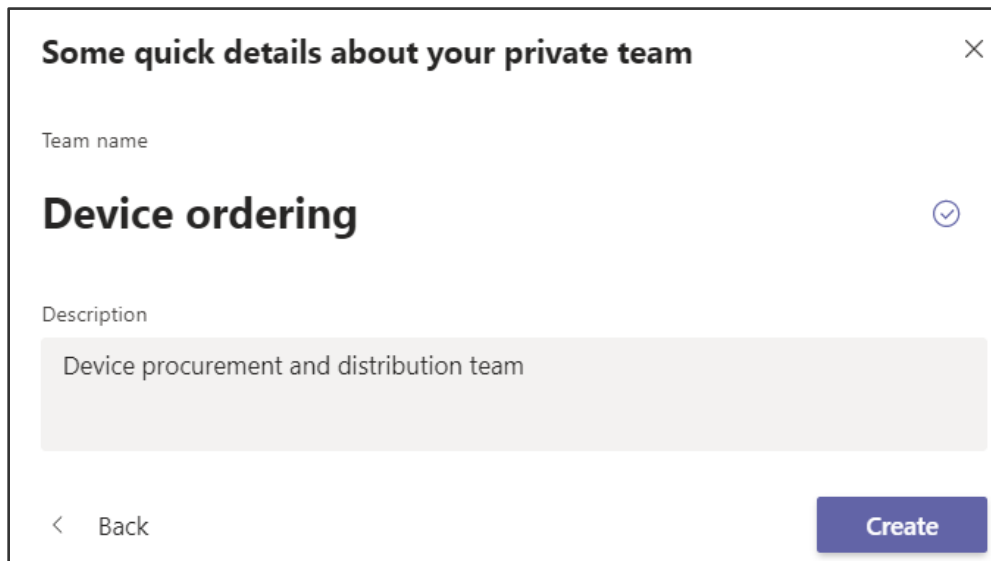
3. Select **Build a team from scratch** (you can quickly add large groups to Teams by using Office 365 groups, but today we will show you how to add members to Teams).



4. Select Private. Only group admins can add new members of the group with this setting.



5. Enter **Device ordering** for **Team name**, enter **Device procurement and distribution team** for **Description**, and click **Create**.



Some quick details about your private team [X]

Team name

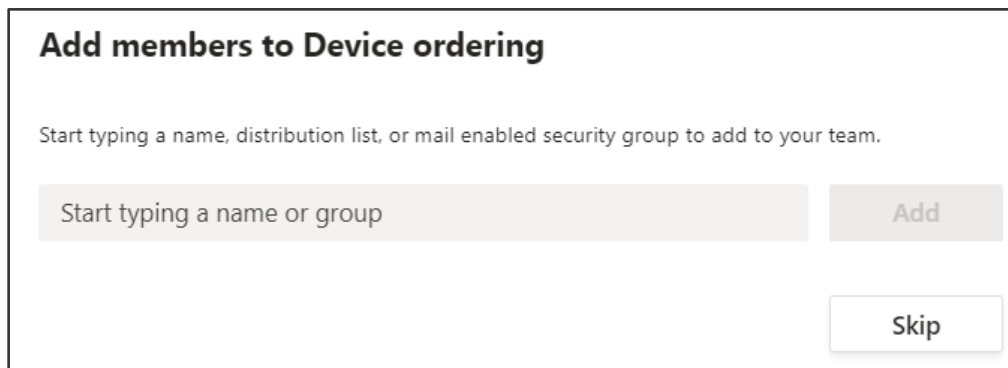
Device ordering [✓]

Description

Device procurement and distribution team

< Back [Create]

6. You are given the option to add members, you will add members after adding channels. Click **Skip**.



Add members to Device ordering

Start typing a name, distribution list, or mail enabled security group to add to your team.

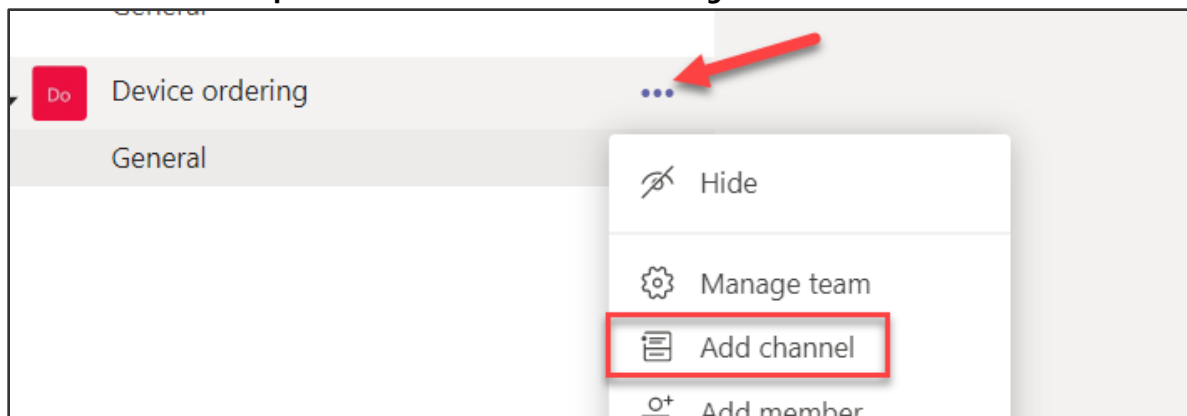
Start typing a name or group [Add]

[Skip]

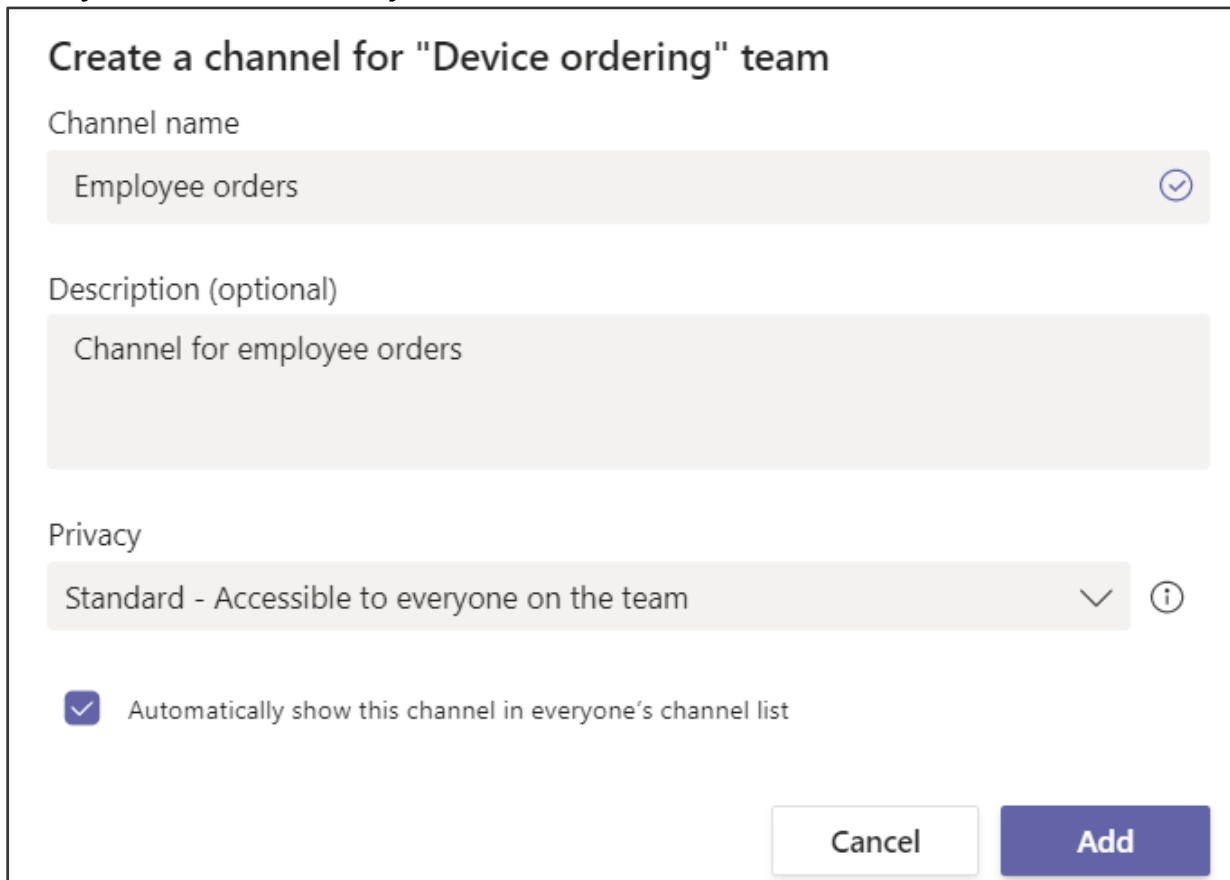
Task 4: Add channels

Now that your team is created, let us add some channels where different groups can find the information they need and take care of their work.

1. Click on the **... More options** button of the **Device ordering** team and select **Add channel**.



2. Enter **Employee orders** for **Channel name**, **Channel for employee orders** for **Description**, select **Standard** for **Privacy**, check the **Automatically show** checkbox, and click **Add**.



Create a channel for "Device ordering" team

Channel name
Employee orders

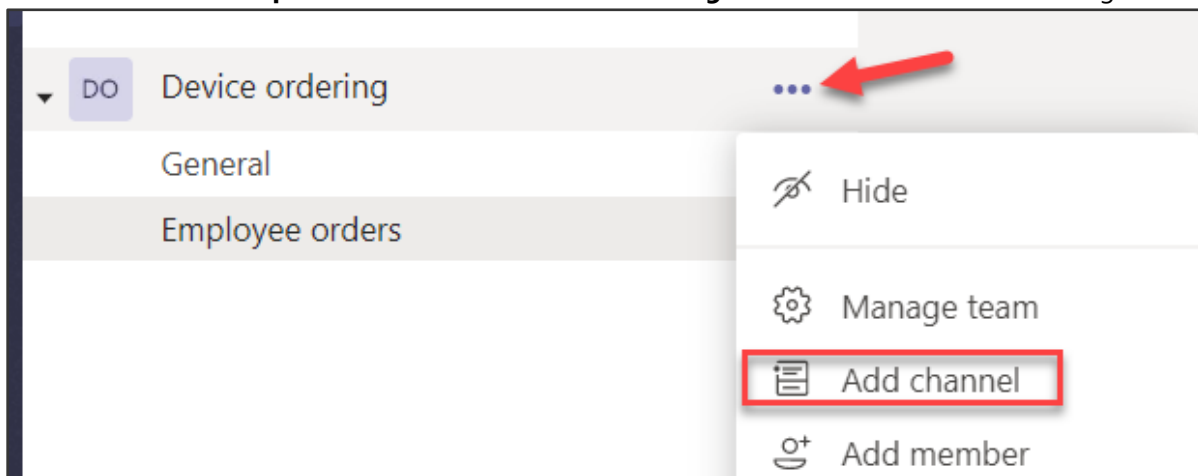
Description (optional)
Channel for employee orders

Privacy
Standard - Accessible to everyone on the team

☒ Automatically show this channel in everyone's channel list

Cancel Add

3. Click on the ... **More options** button of the **Device ordering** team and select **Add channel** again.



4. Enter **Purchasing managers** for **Channel name**, enter **Procurement managers team** for **Description**, select **Private** for **Privacy**, and click **Next**.

Create a channel for "Device ordering" team

Channel name

Purchasing managers

Description (optional)

Procurement managers team

Privacy

Private - Accessible only to a specific group of people within the team

Cancel Next

5. Click **Skip**. You will add members in the next task.

Add members to the Purchasing managers channel

This is a private channel, so only the people you add here will see it.

Start typing a name

Add

Skip

6. You will notice when you are back on the main Teams canvas that there is a lock symbol next to this channel. This means the channel is private, and it is only visible and accessible to members of that channel.

DO Device ordering

General

Employee orders

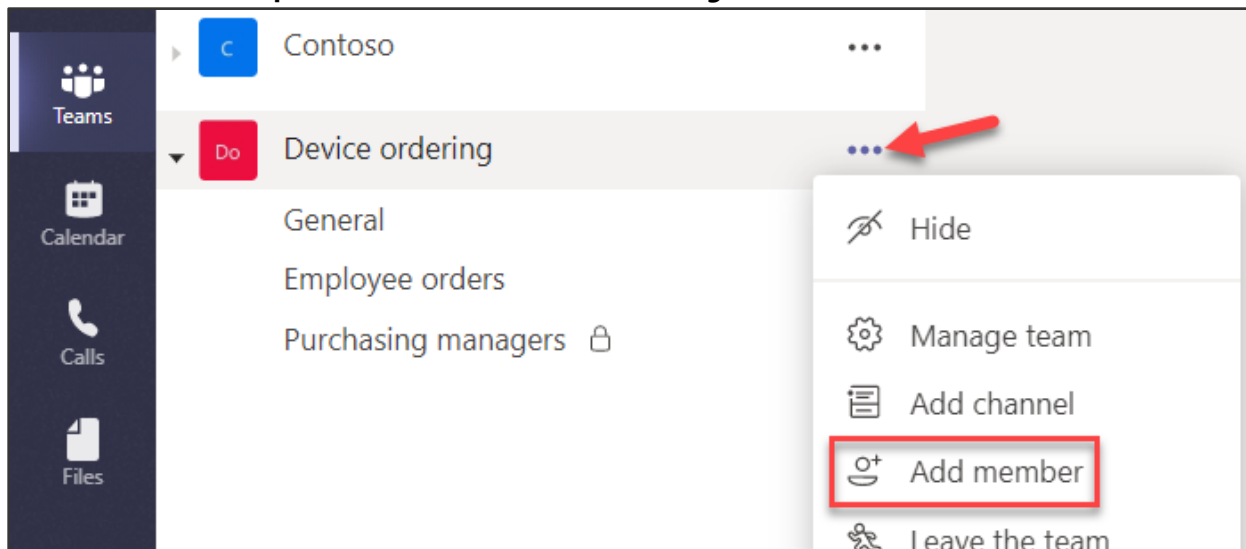
Purchasing managers

Task 5: Add users to your team and channels

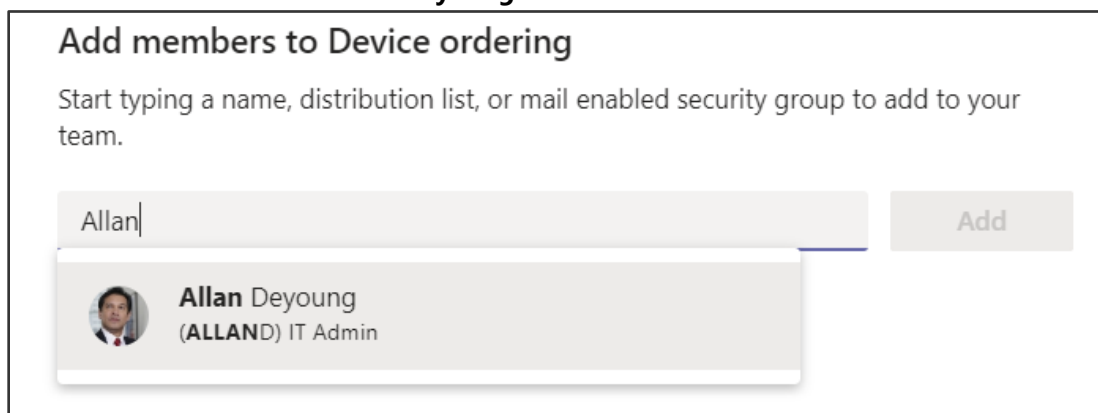
Now, you will learn how to create and manage new Teams by adding different groups of users to the created channels.

The exact usernames in your tenant might vary based on the classroom set up. You should still be able to add to your Teams using the following method but simply adding the fictitious names in your tenant.

1. Click on the **... More options** button of the **Device ordering** team and select **Add Member**.




2. Search for **Allan** and select **Allan Deyoung**.




3. Search for **Megan** and select **Megan Bowen**.

Add members to Device ordering

Start typing a name, distribution list, or mail enabled security group to add to your team.

 Allan Deyoung ×

 **Megan** Bowen
(MEGANB) Marketing Manager



Add

Note: You can also use email addresses to add to Teams, including guests if your tenant admins allow guest access.

4. Click **Add**.

Add members to Device ordering

Start typing a name, distribution list, or mail enabled security group to add to your team.

 Allan Deyoung ×  Megan Bowen ×


Add


5. After the members are added, select the dropdown next to Megan, and make her a team **Owner**. This will give her more control over the team.

Add members to Device ordering

Start typing a name, distribution list, or mail enabled security group to add to your team.

Add

 Megan Bowen
(MEGANB) Marketing Manager

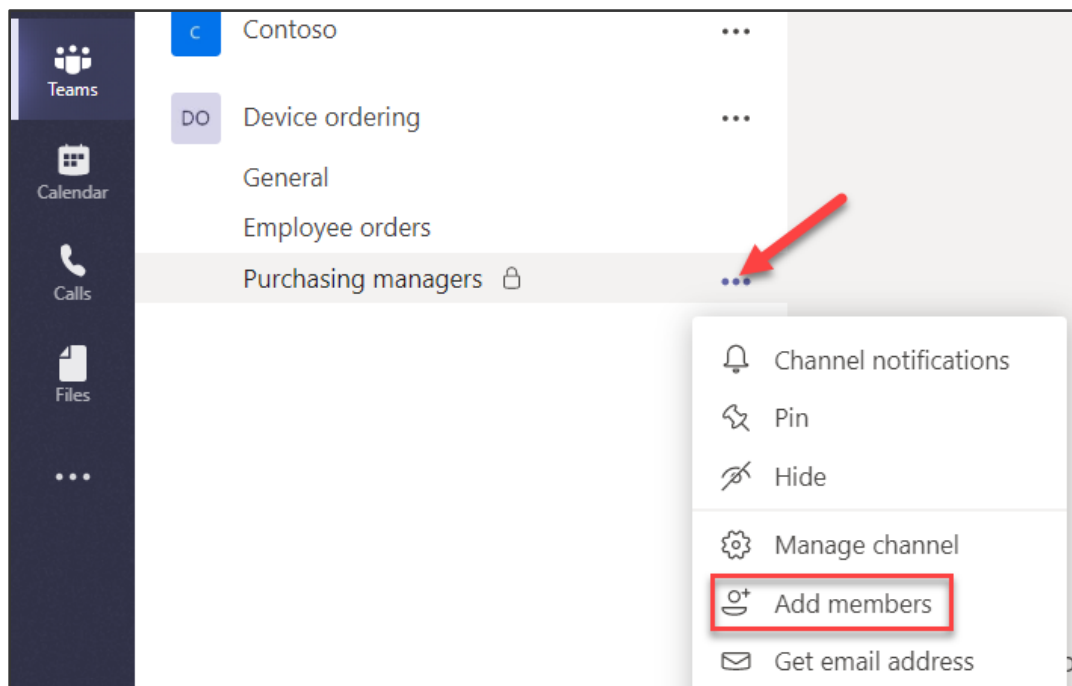
 Allan Deyoung
(ALLAND) IT Admin

Owner ✓

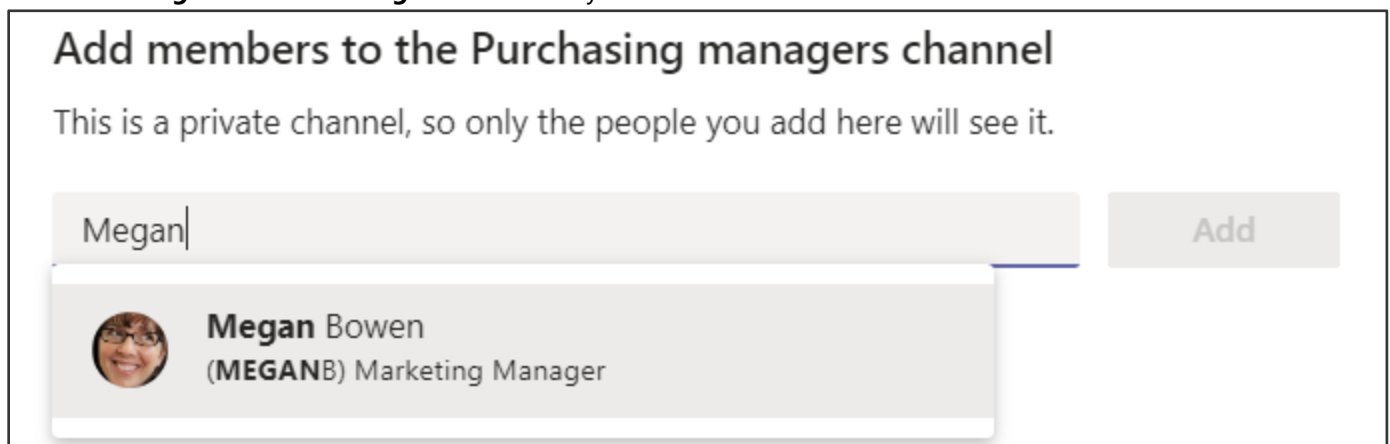
Owner ×

Member

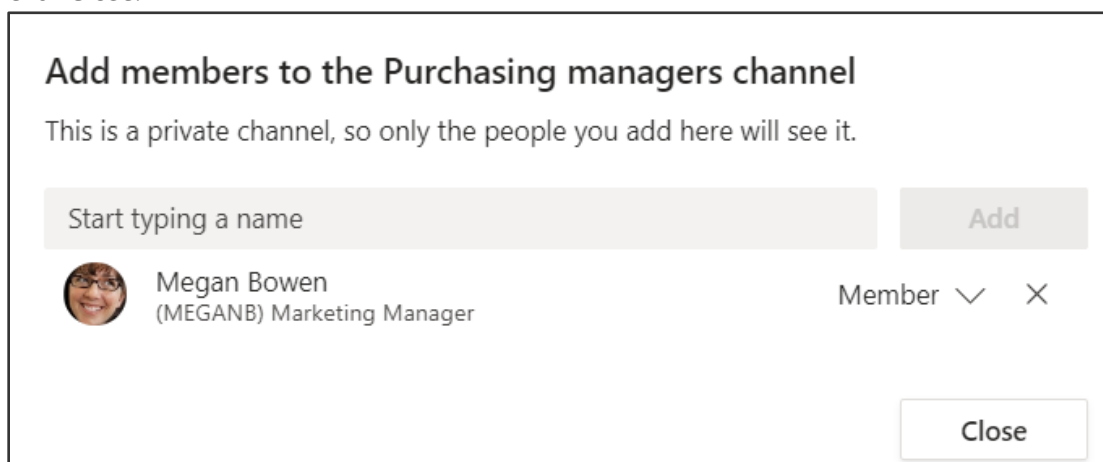
6. Click **Close**.
7. Select the ... **More Options** button of the **Purchasing Management channel** and select **Add members**.



8. Search for **Megan** and select **Megan Bowen**. Only team members can be added to channel.



9. Click **Add**.
10. Click **Close**.

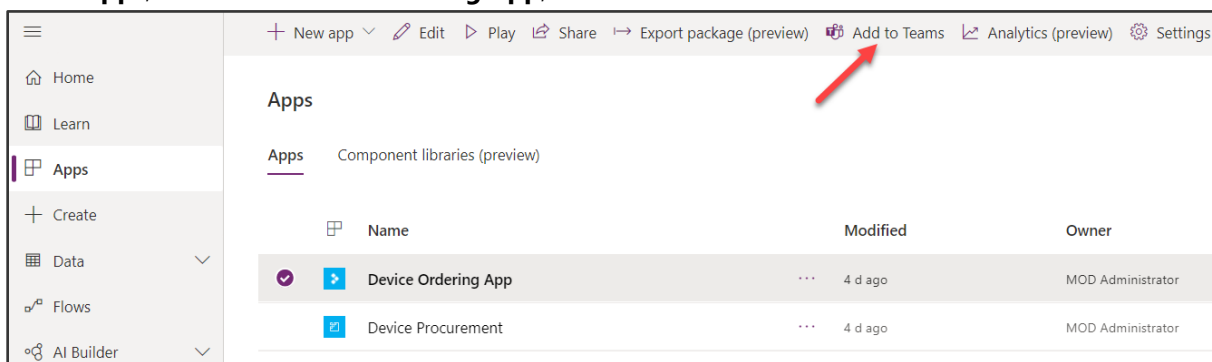


Exercise 2: Import your Power Apps app

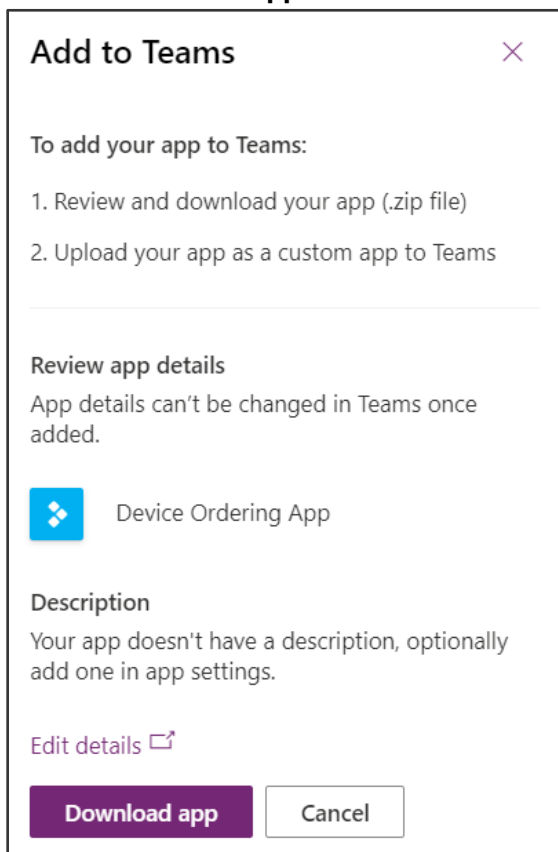
In this section you will see how easy it is to download and integrate the Power Apps app you already built into Teams. You will see that there are multiple ways to embed this app in your Teams experience and share it with your colleagues.

Task 1: Download the app package

1. In a private browser session, navigate to [Power Apps Maker Portal](#) and make sure you are in the correct environment.
2. Select **Apps**, select the **Device Ordering App**, and click **Add to Teams**.



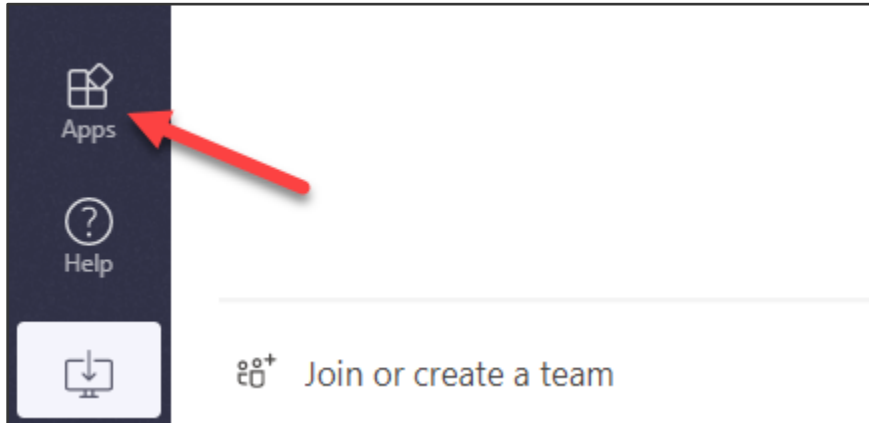
3. Click the **Download App**.



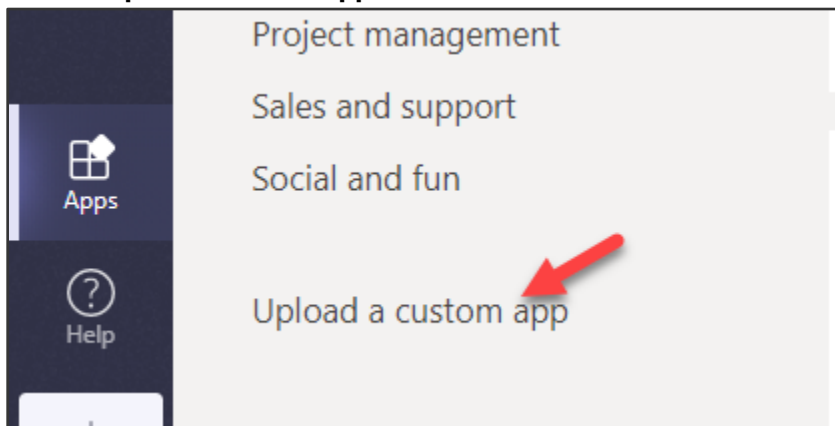
4. **Save the app package** somewhere convenient (e.g. your desktop)

Task 2: Add to Teams app store

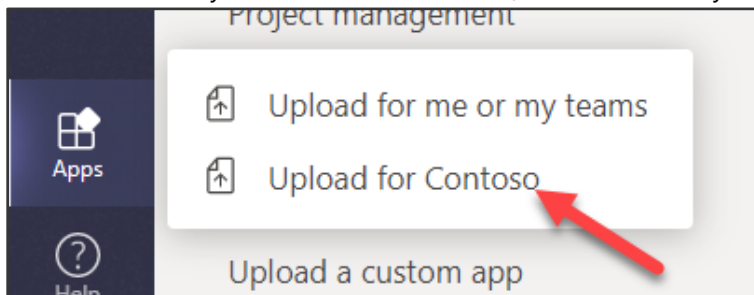
1. Go back to your [Microsoft Teams](#)
2. Select **Apps** in the bottom left of the window to open the App store.



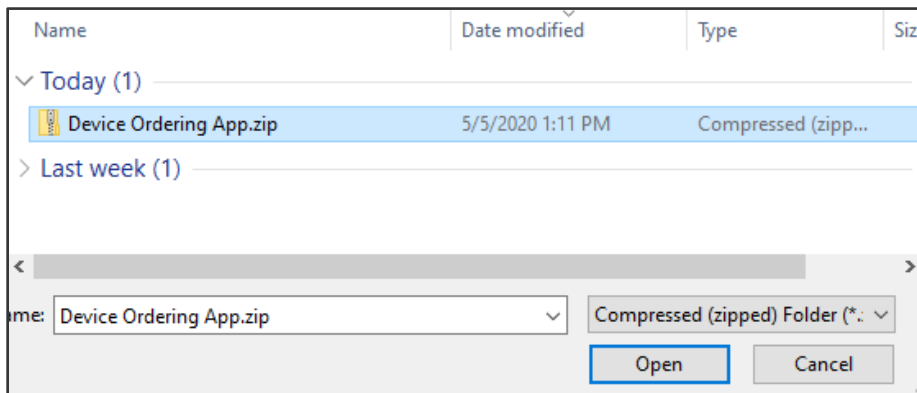
3. Click on **Upload a custom app** at the bottom of the window.



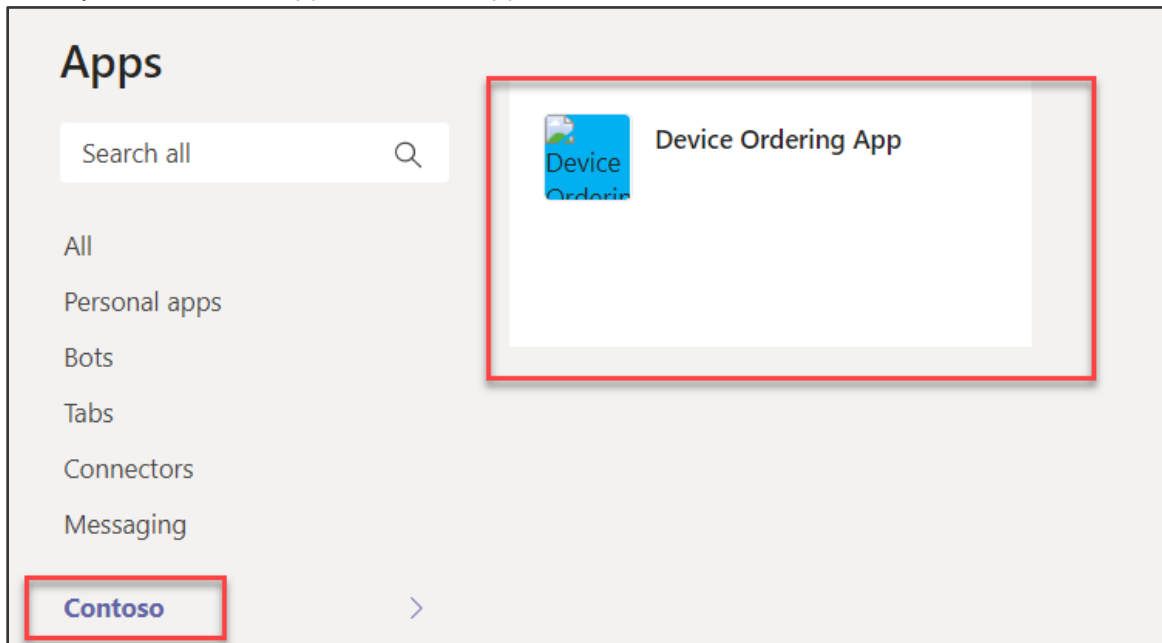
4. Select the tenant you want to share it with (whatever tenant you are working in).



5. Browse to the location you saved the app you downloaded, select the app package, and click **Open**

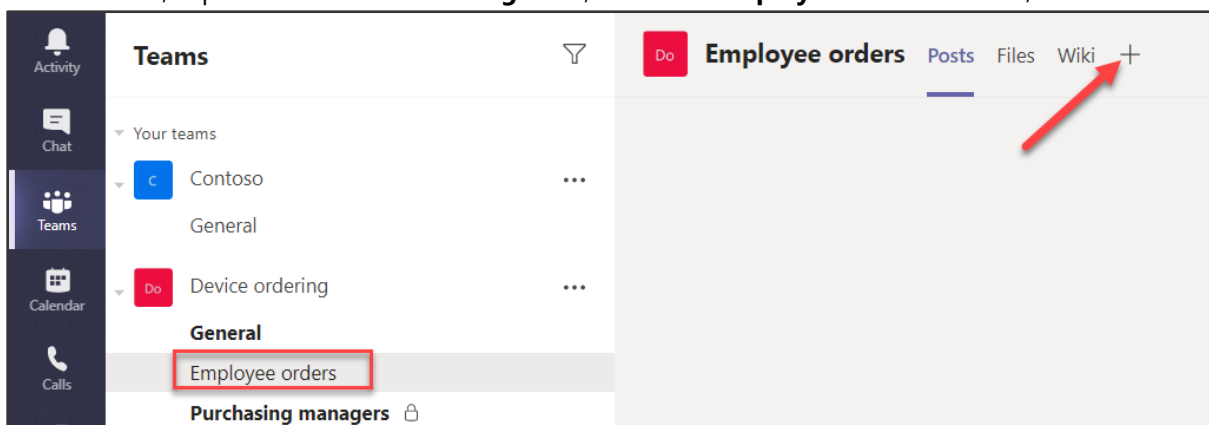


6. Select your tenant. The app should now appear.

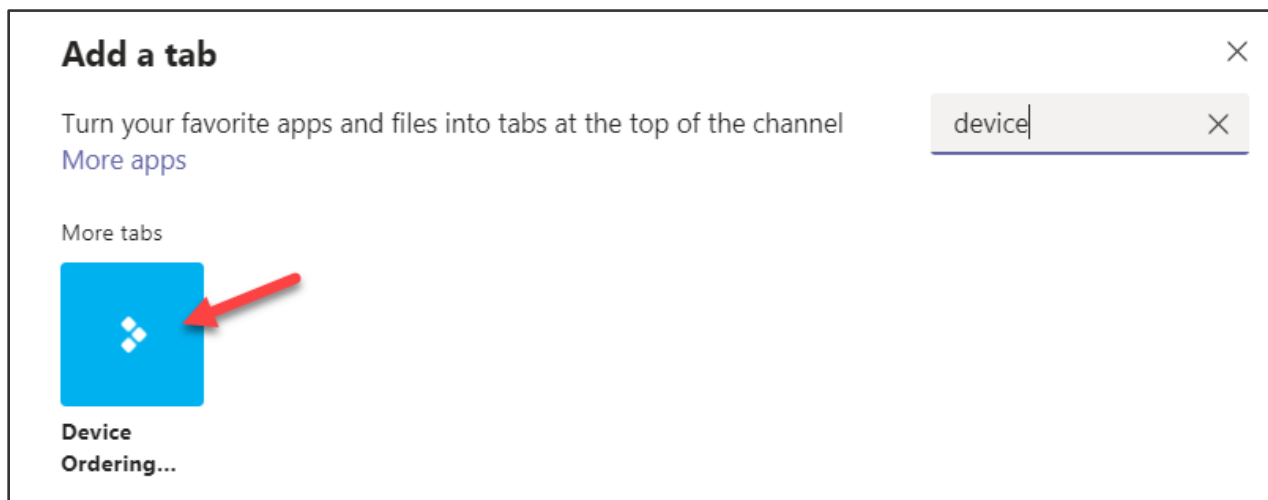


Task 3: Add app as a channel tab

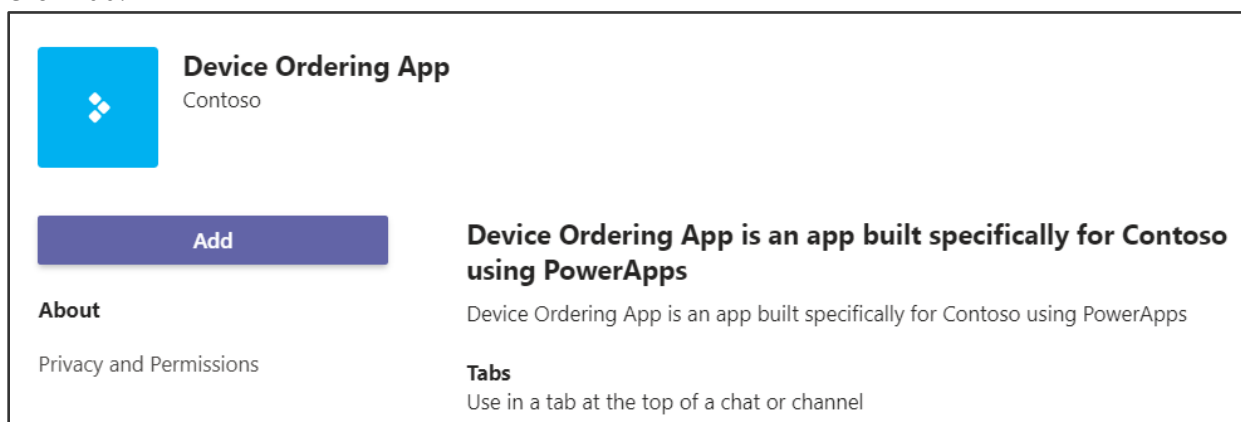
1. Go back to your [Microsoft Teams](#)
2. Select **Teams**, expand the **Device Ordering** team, select the **Employee orders** channel, and click **Add a tab**.



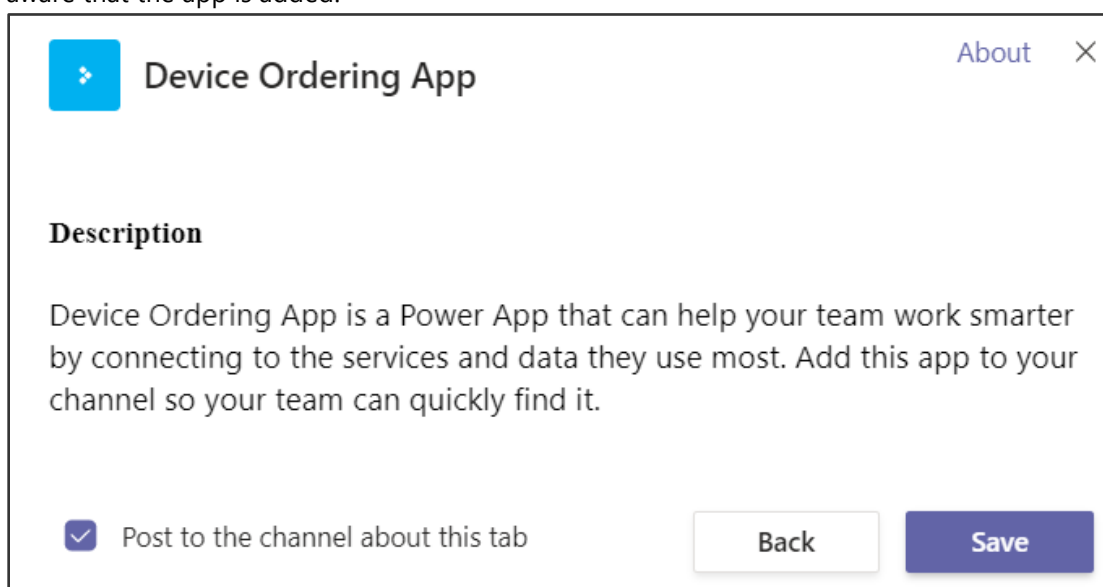
3. Search for **device** and select the **Device Ordering App**.



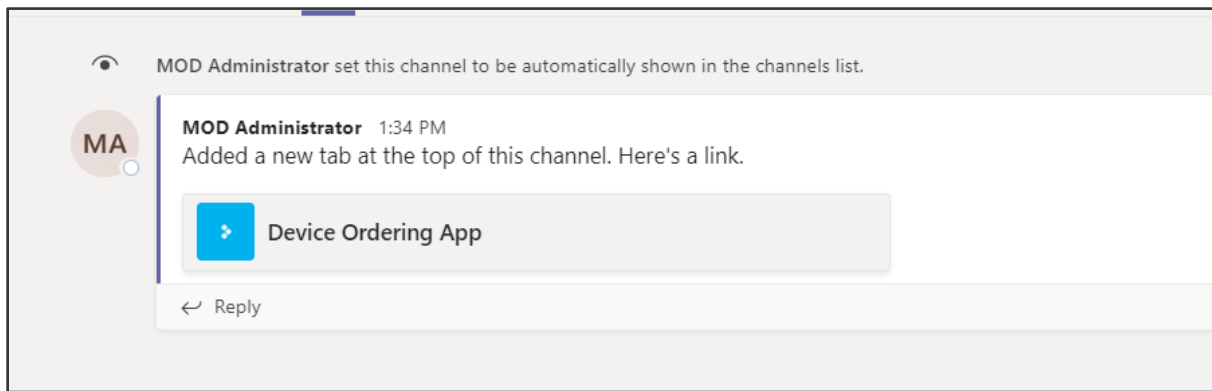
4. Click **Add**.



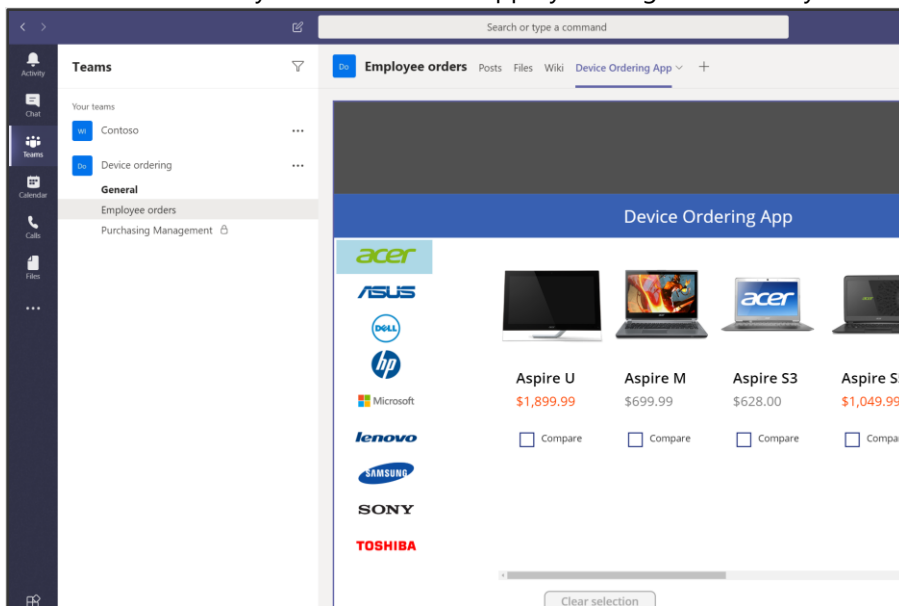
5. Check the **Post to channel about this tab** checkbox and click **Save**. This will ensure others in the team are aware that the app is added.



6. You should see a new post about the added tab.

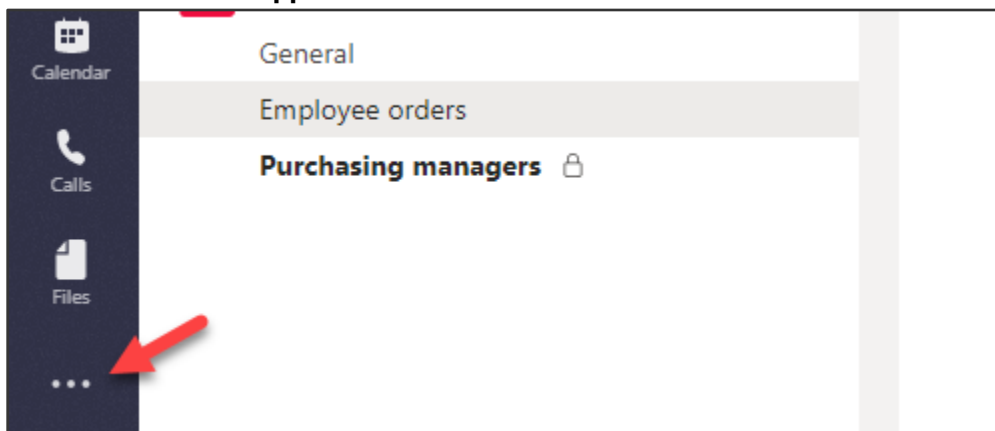


7. Check to ensure that you can access the app by clicking on the newly added tab for the **Device Ordering App**.

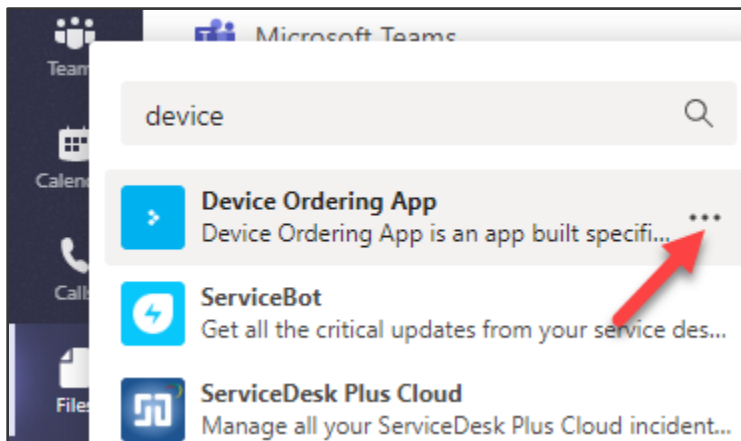


Task 4: Pin app to app bar

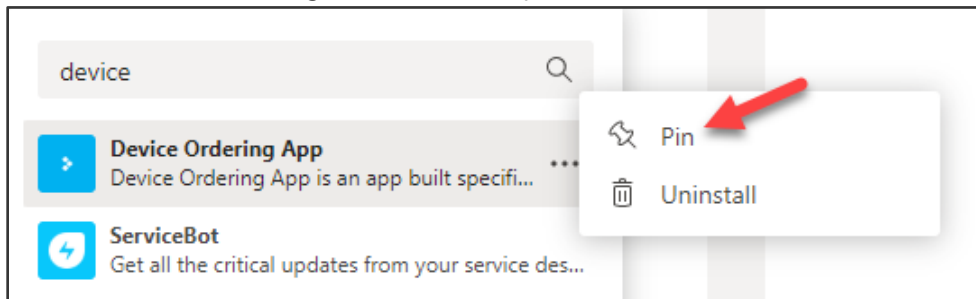
1. Click ... **More added apps**.



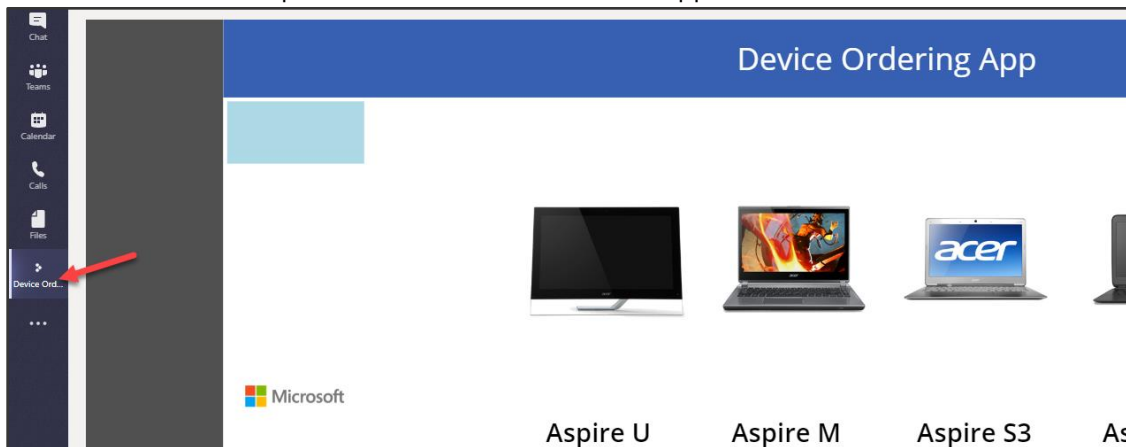
2. Search for device and click on ... button of the **Device Ordering App**.



3. Select **Pin**. You can also right click and then pin.



4. The tab should now be pinned. Click on the tab and the app should load.

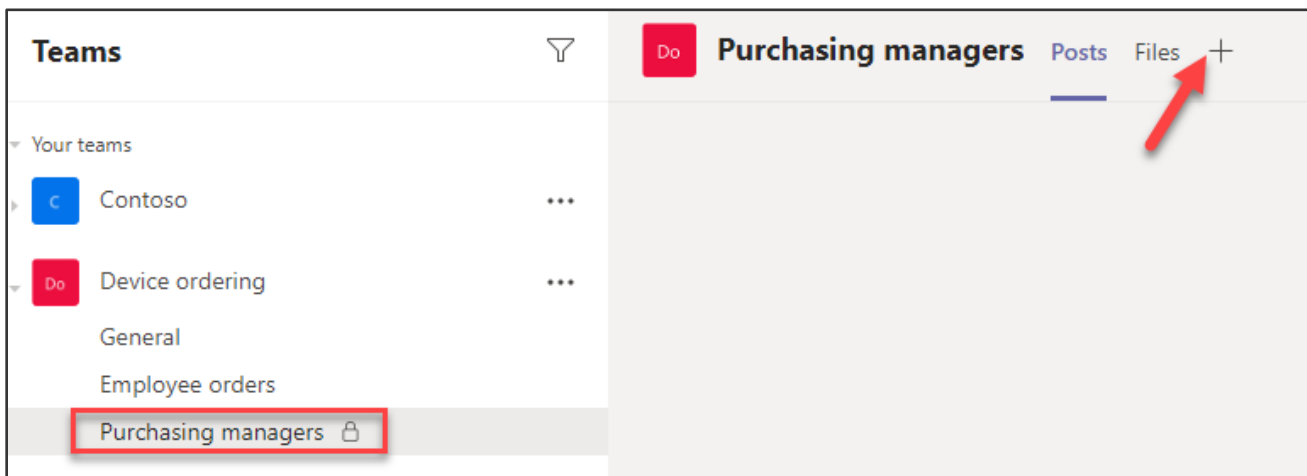


Exercise 3: Update Power Automate to Teams

This section will guide you through modifying the approval flow you made earlier to send all the approvals in Teams, making it easier and faster to access and track. Approval workflows are very useful to add to Teams. The Power Automate app in Teams allows you to easily track approvals in one place. Also, having approvals in Teams allows approvers to quickly reply to a request just like a chat. Having all your work and processes in one place streamlines how work gets done and makes these tasks easier for everyone.

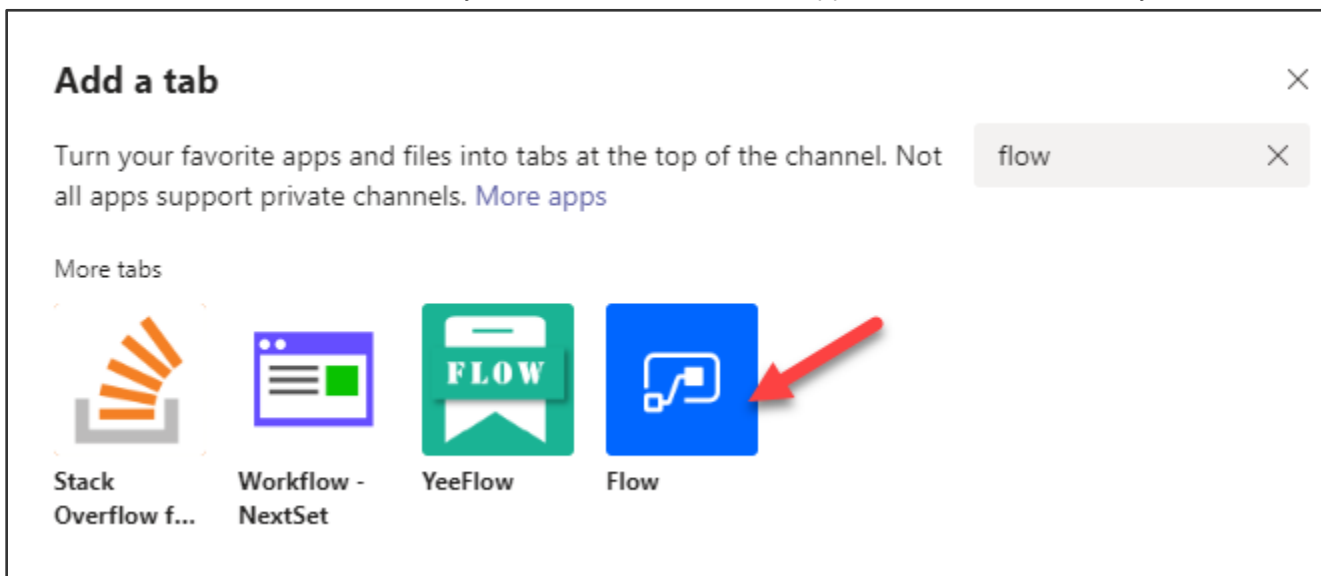
Task 1: Add Power Automate app to channel

1. Navigate to the **Purchasing Management channel**
2. Click the + **Add a tab** button.

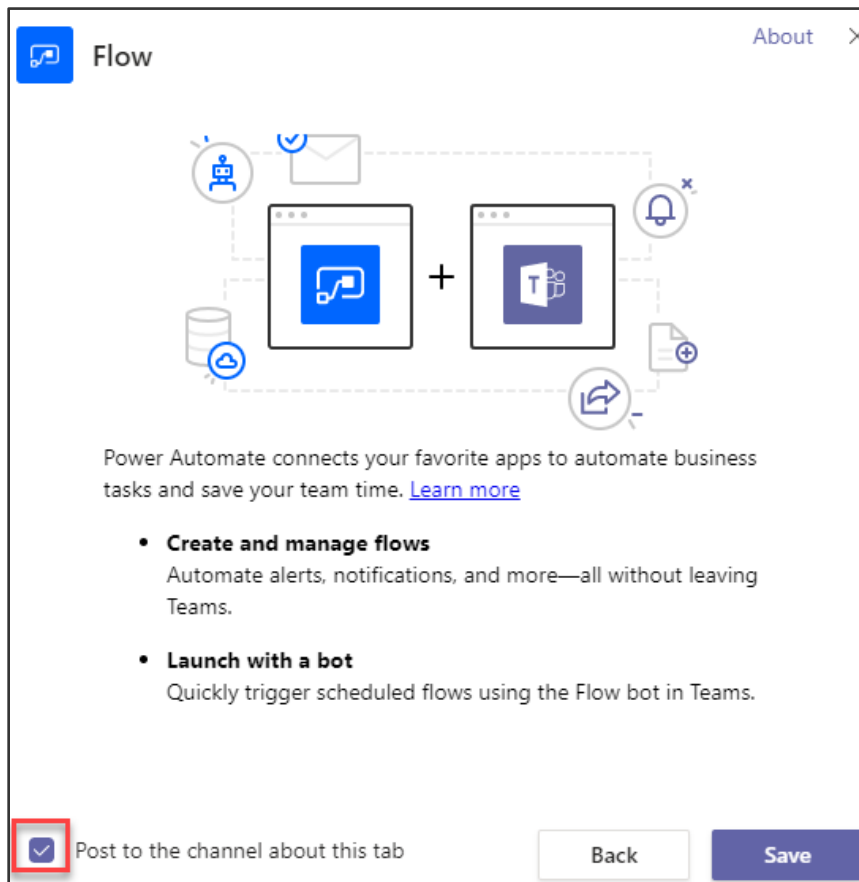


3. Search for flow and select **Flow**.

Note: Power Automate was formerly called flow, and the Teams apps has not been renamed yet.

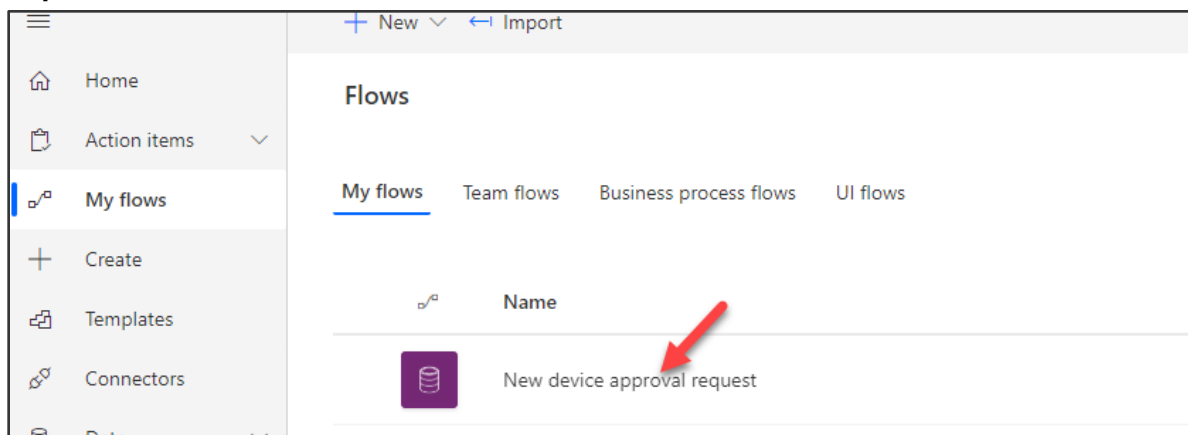


4. Click on the **Add** button.
5. Check the **Post to the channel about the tab** checkbox and then click **Save**.

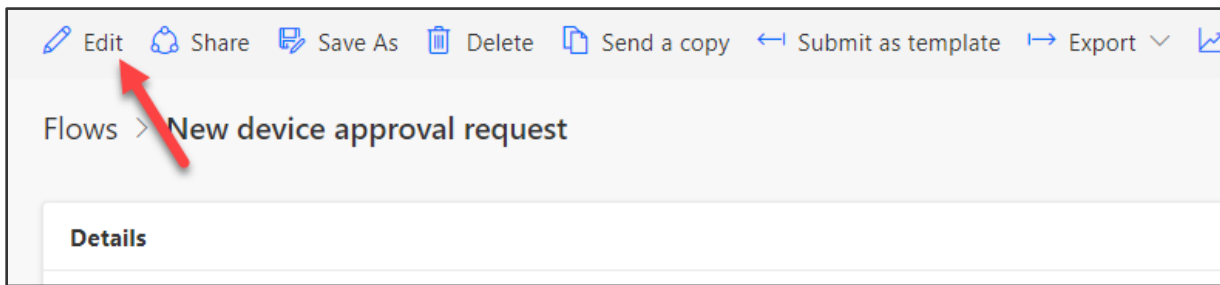


Task 2: Modify existing automations for Teams

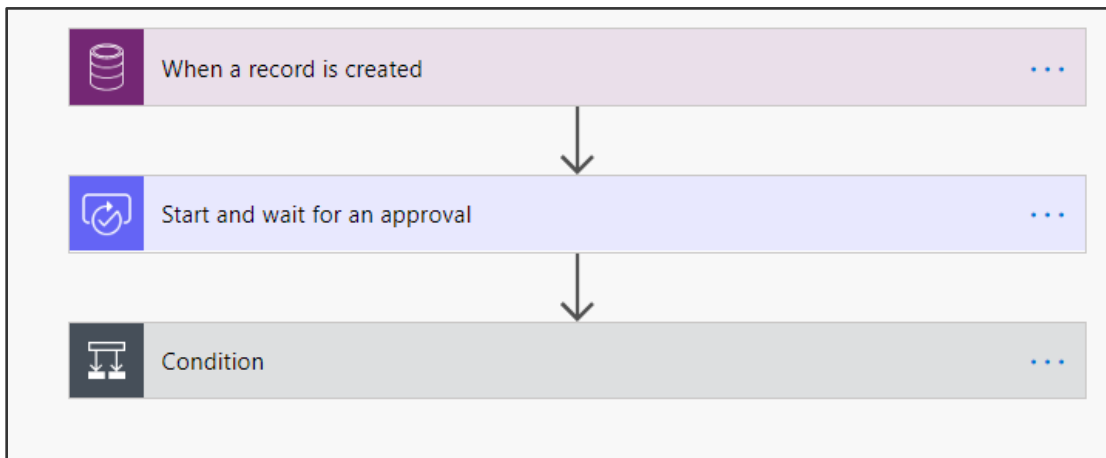
1. Navigate [Microsoft Power Automate](#) and sign in.
2. Make sure you are in correct environment, select **My Flows**, and click to open the **New device approval request** flow.



3. Then select **Edit**



4. The flow should look like the image below.



5. Click to expand the **Start and wait** step. You will copy the information in this step to a new create an approval step.

When a record is created

Start and wait for an approval

* Approval type: Approve/Reject - First to respond

* Title: New device request for Device Name x

* Assigned to: Approver x

Details

A new device has been requested

Device Name x \$ Price x

Department Contribution: \$ Department C... x

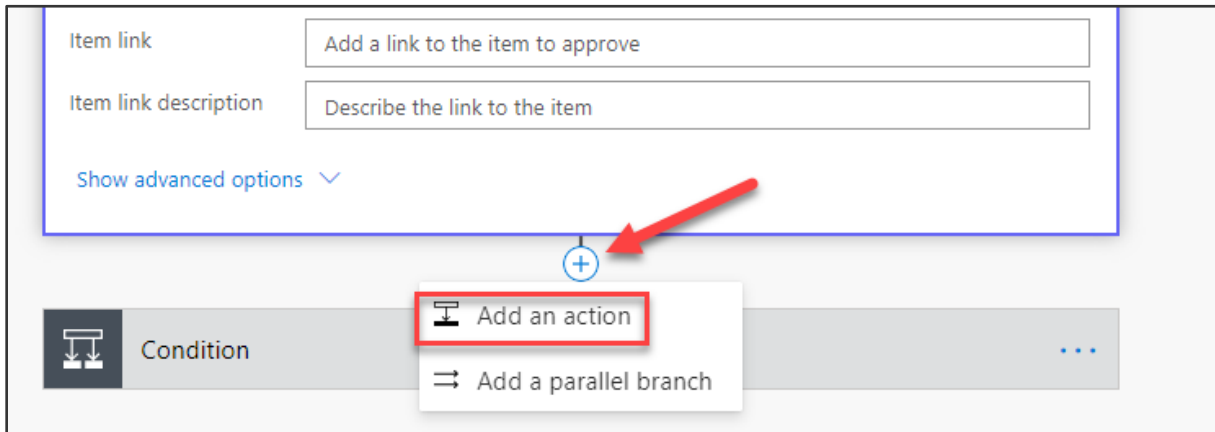
Comments: Comments x

Item link: Add a link to the item to approve

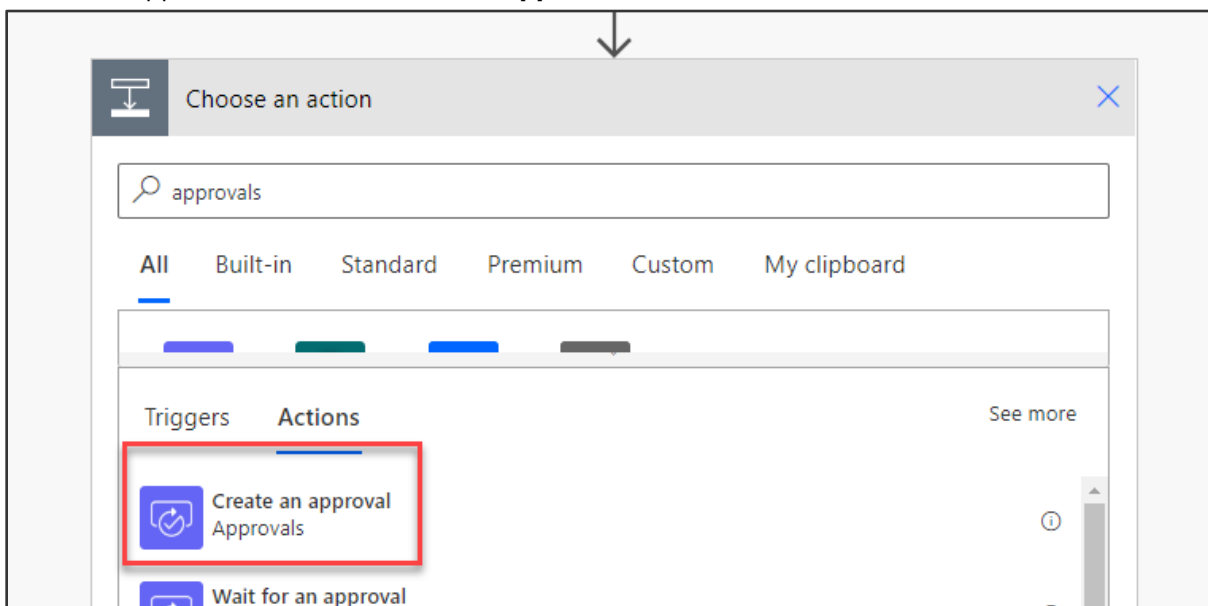
Item link description: Describe the link to the item

Show advanced options v

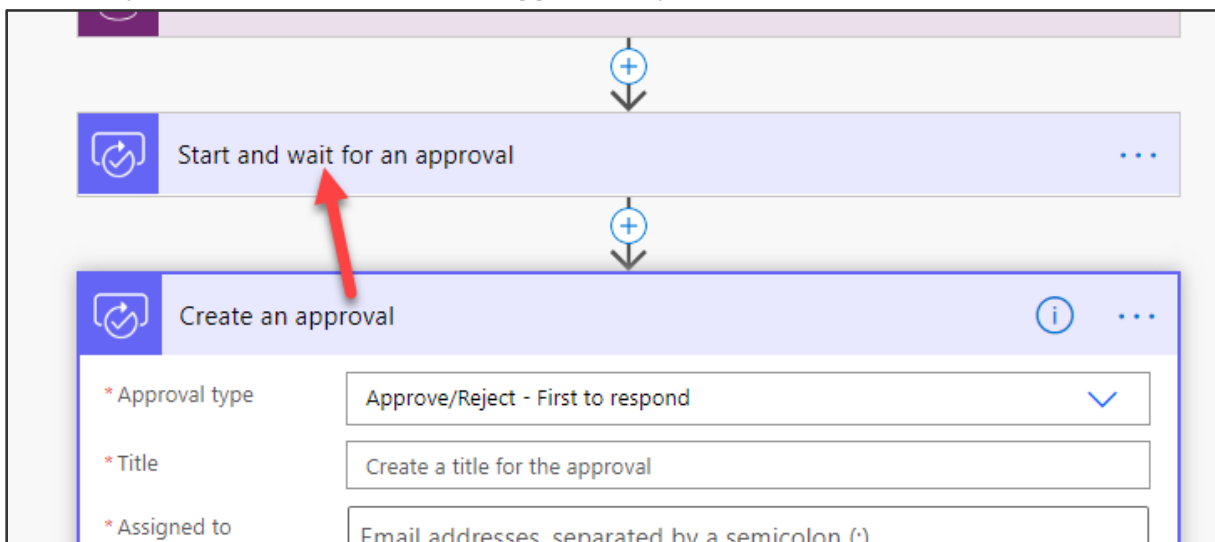
6. Click **Insert a new step** and select **Add an action**.



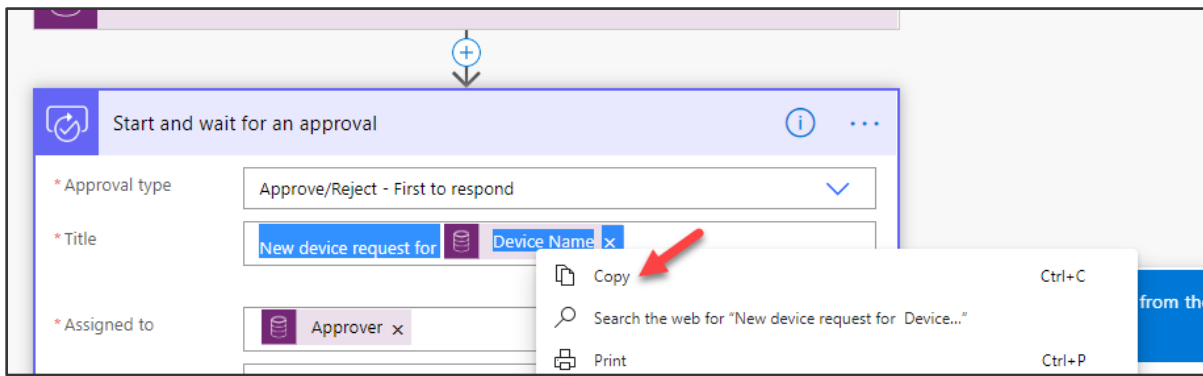
7. Search for approvals and select **Create an approval**.



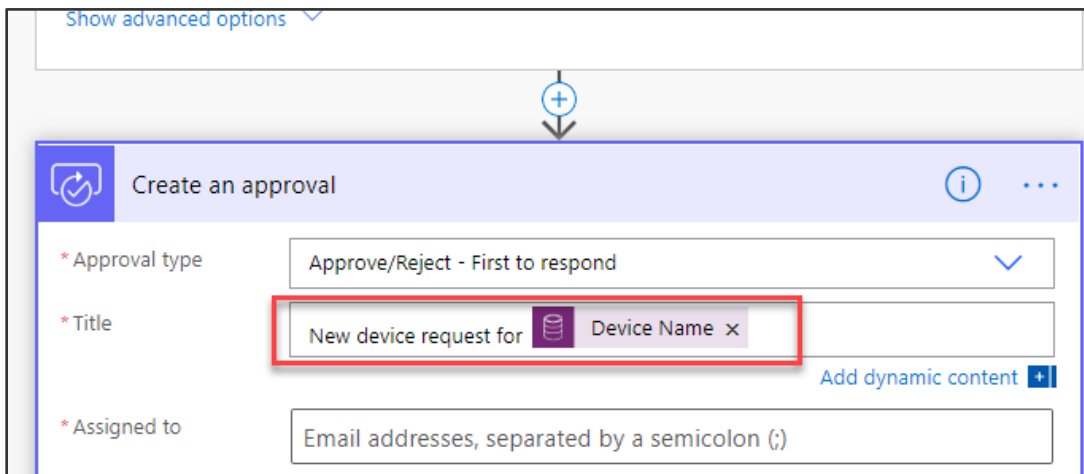
8. Select **Approve/Reject – First to respond** for **Approval type**.
9. Click to expand the **Start and wait for an approval** step.



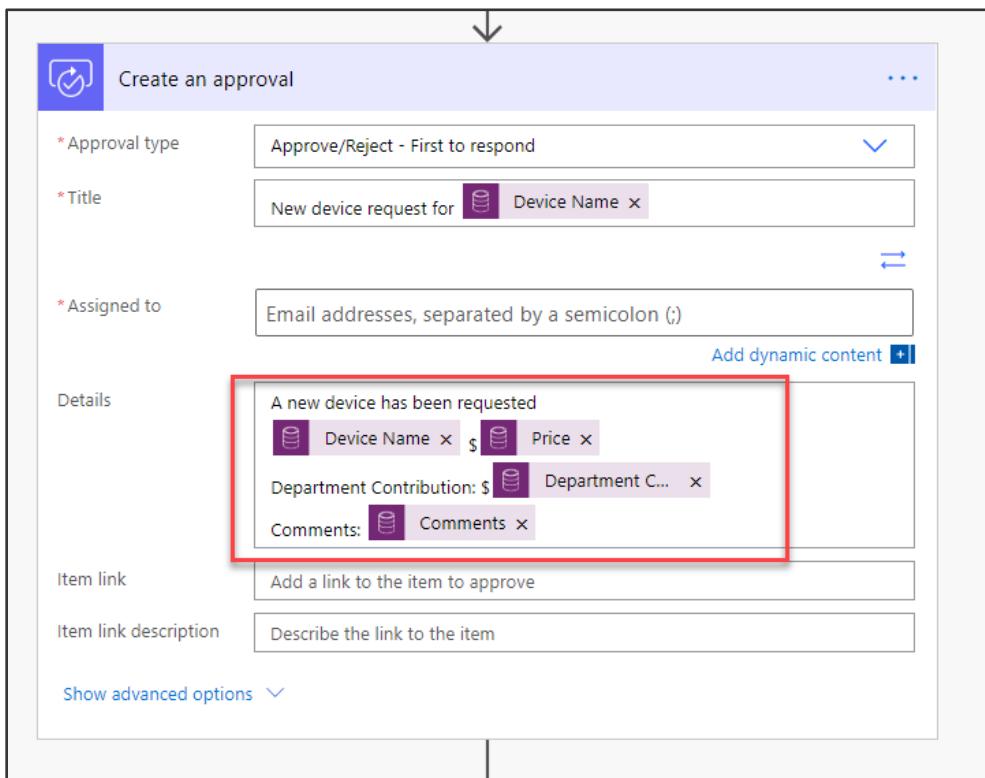
10. Select the content in the **Title** field, right click, and select **copy**. Or use **[CTRL C]**.



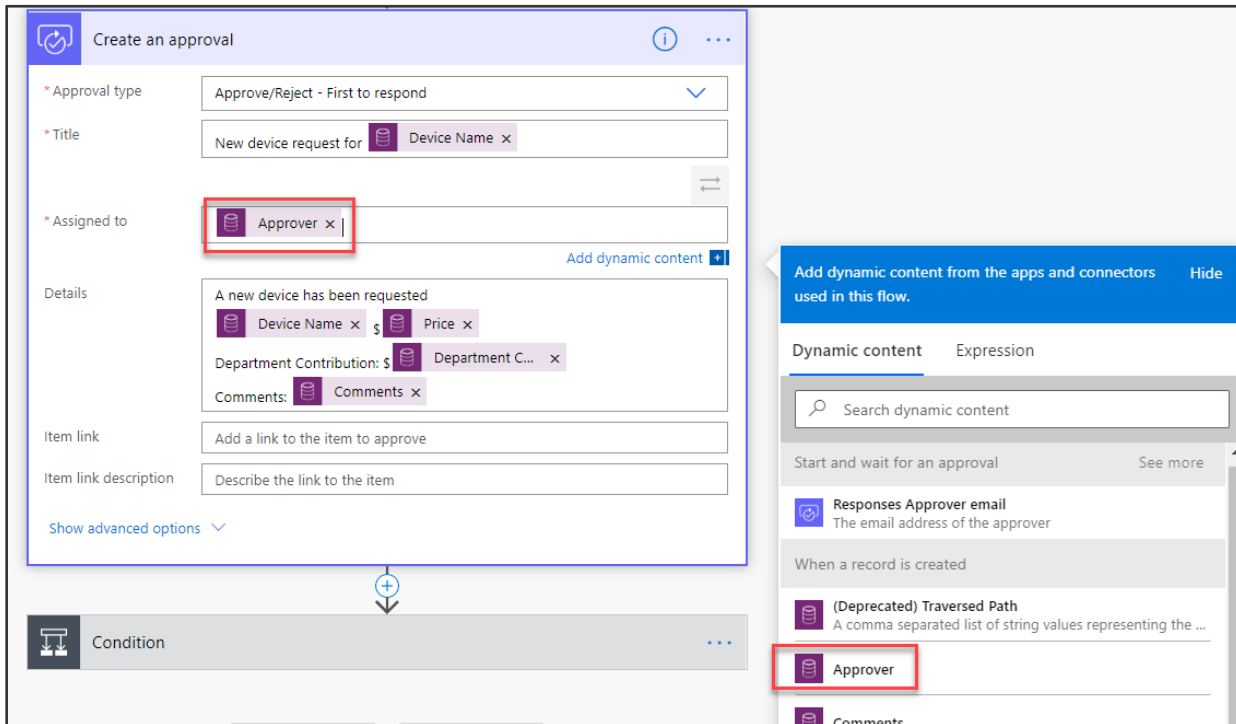
11. Go to the step you added and paste the content you copied in o the Title field. Right click paste or **[CTRL V]**



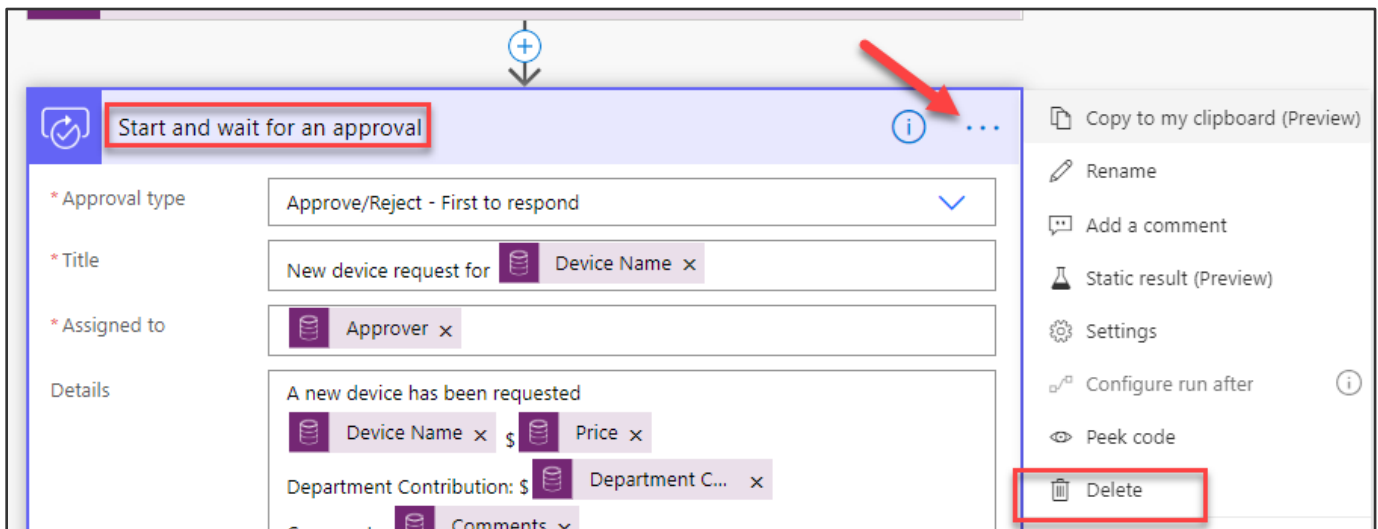
12. Go back to the **Start and wait** step and copy the content of the **Details** field.
13. Go back to the Create an approval step and paste the content you copied to the **Details** field.



14. Click to select the **Assign to** field and select **Approver** from the dynamic content pane.

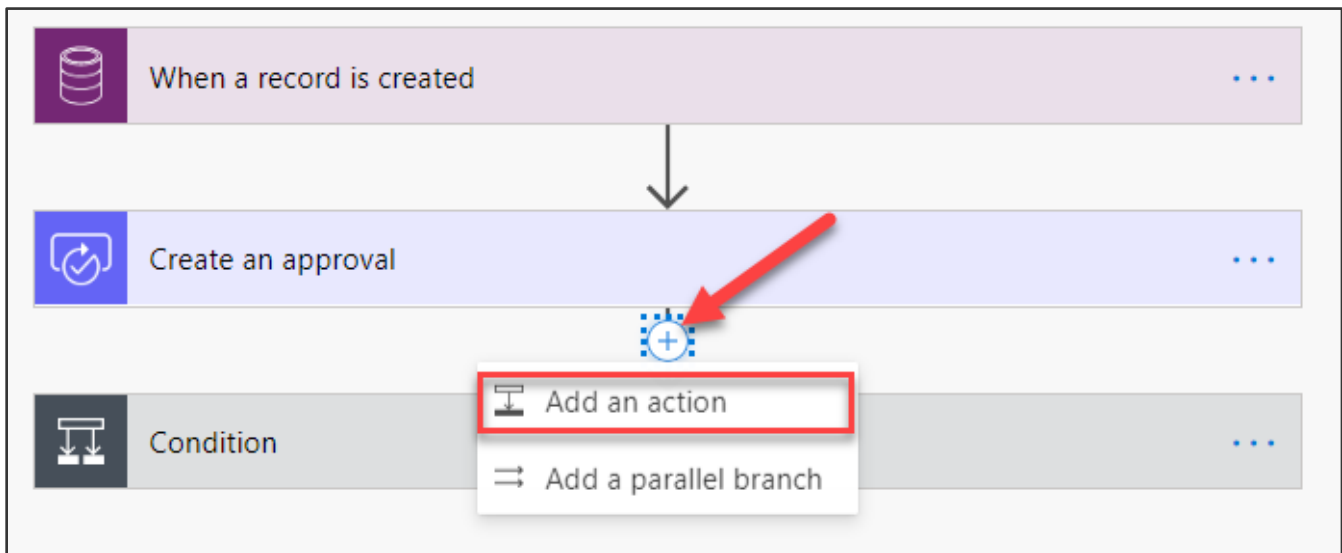


15. Go to the Start and wait for an approval step, click on the ... **Menu** button and select **Delete**.

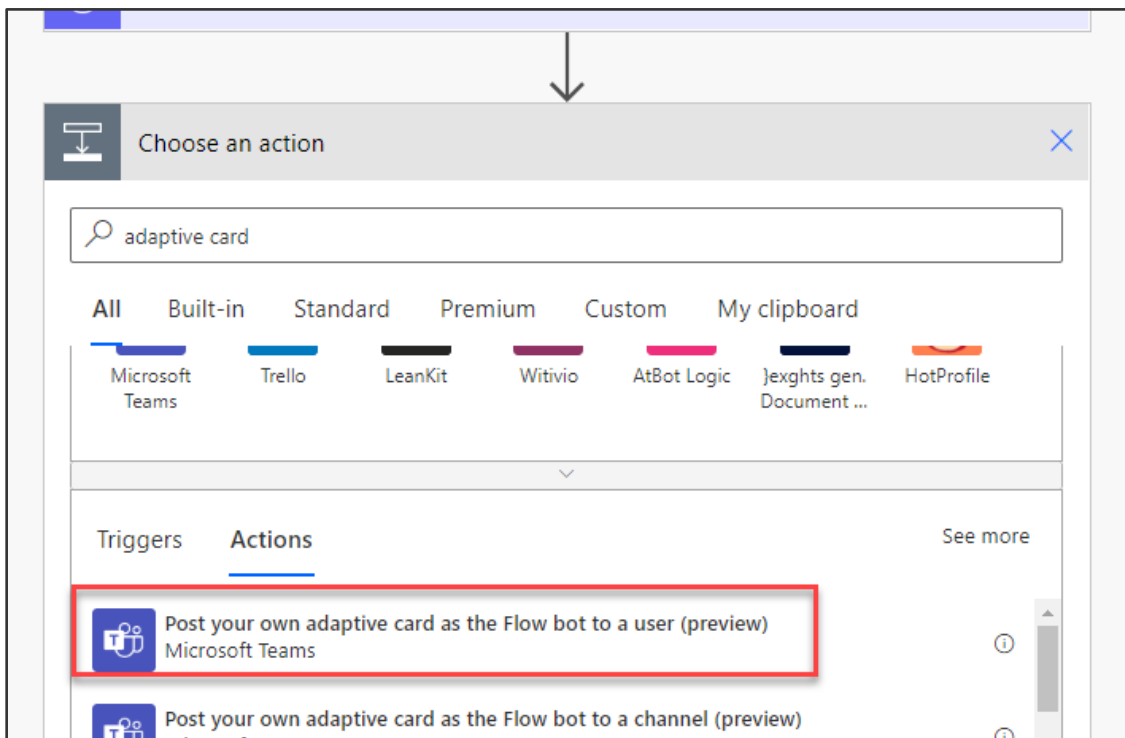


16. Click **OK**.

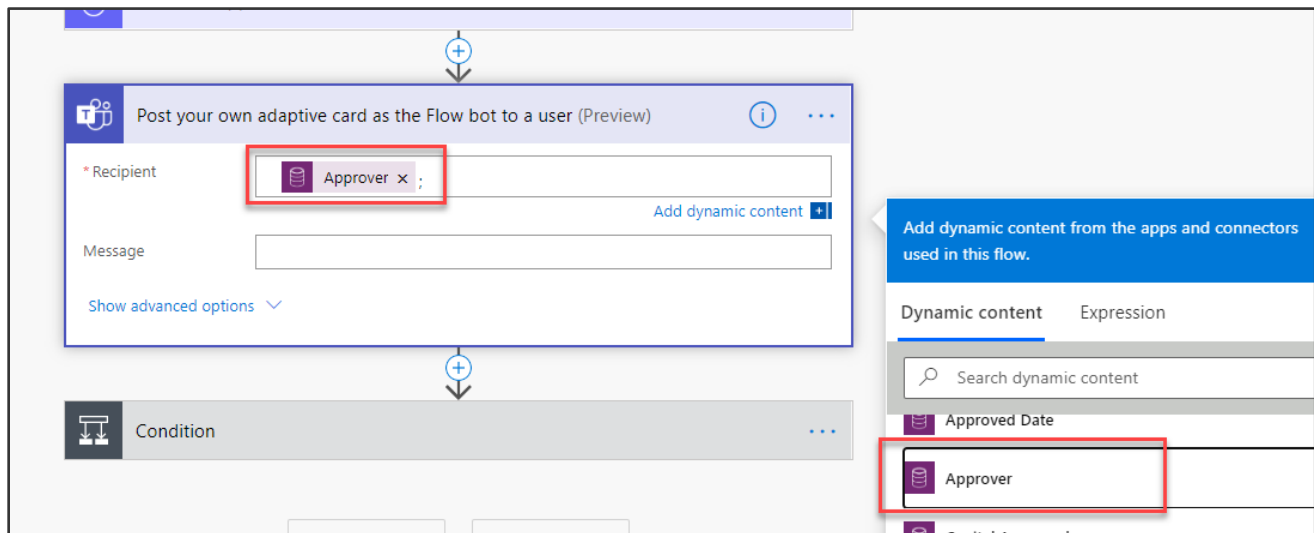
17. Click **Insert a new step** and select **Add an action**.



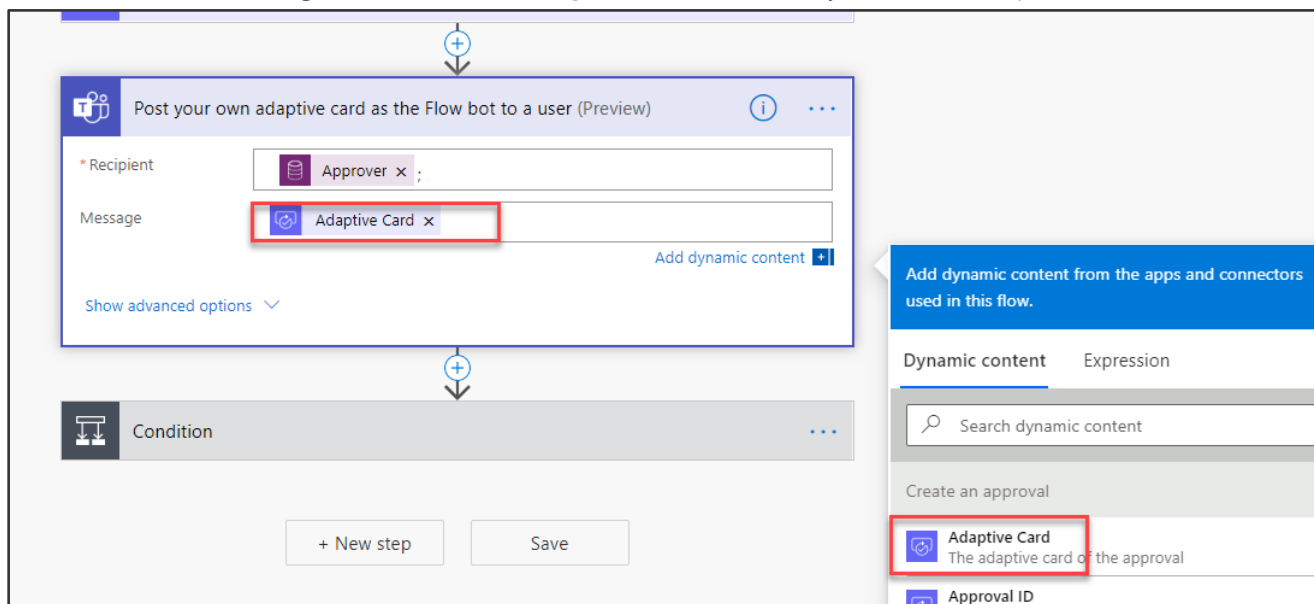
18. Search for adaptive card and select **Post you own adaptive card as Flow bot to user Microsoft Teams**.



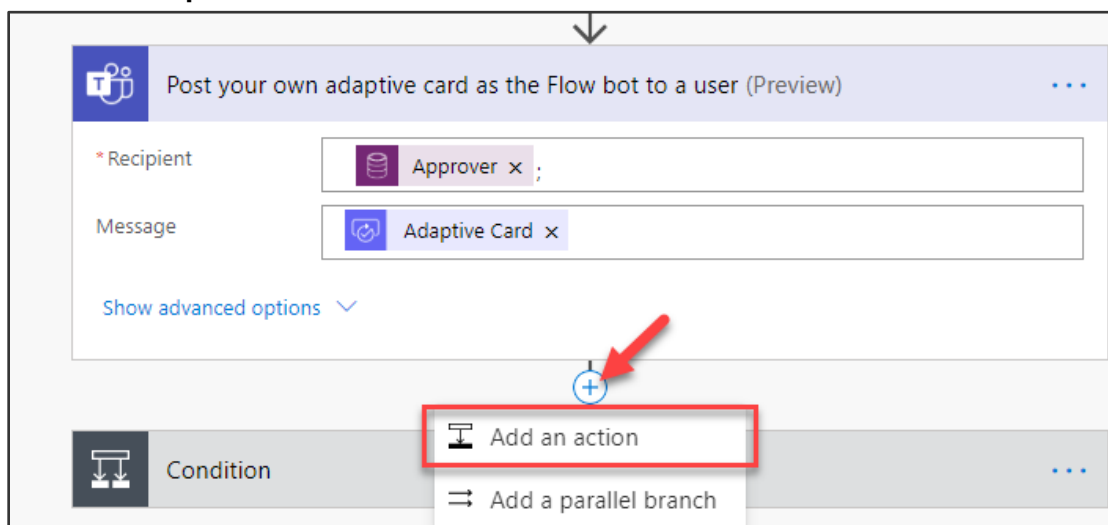
19. Click to select the **Recipient** field and select **Approver** from the dynamic content pane.



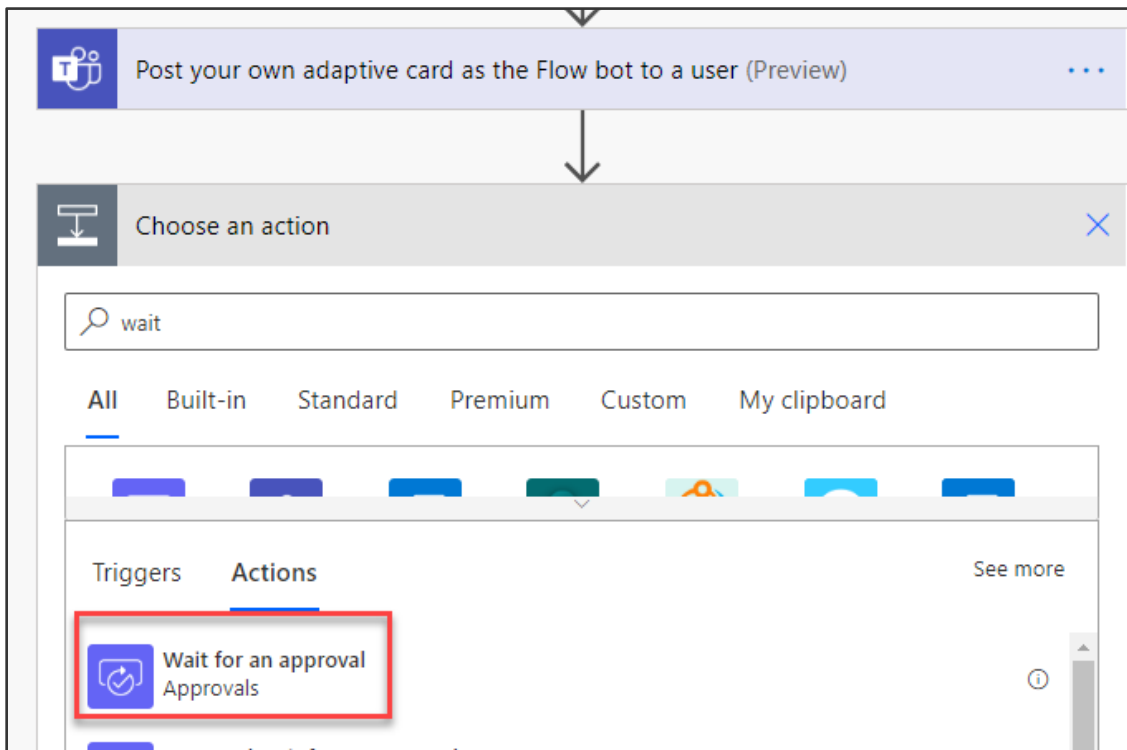
20. Click to select the **Message** field and select **Adaptive card** from the dynamic content pane.



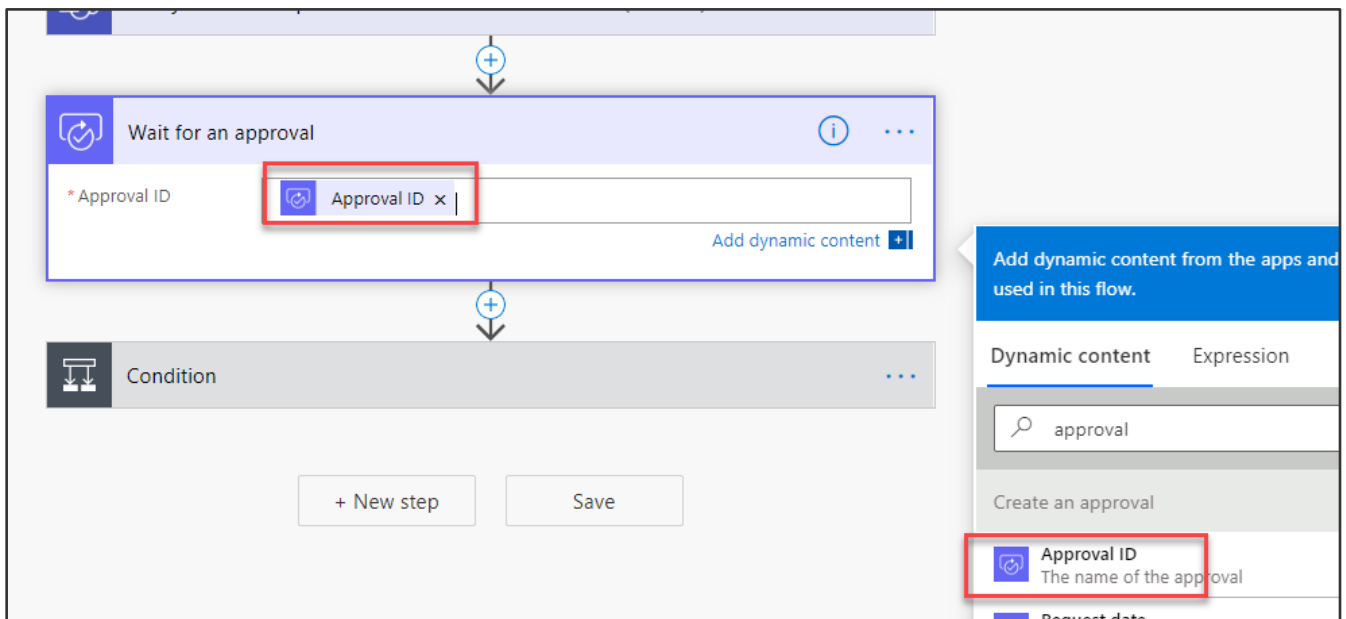
21. Click **Insert step** and select **Add an action**.



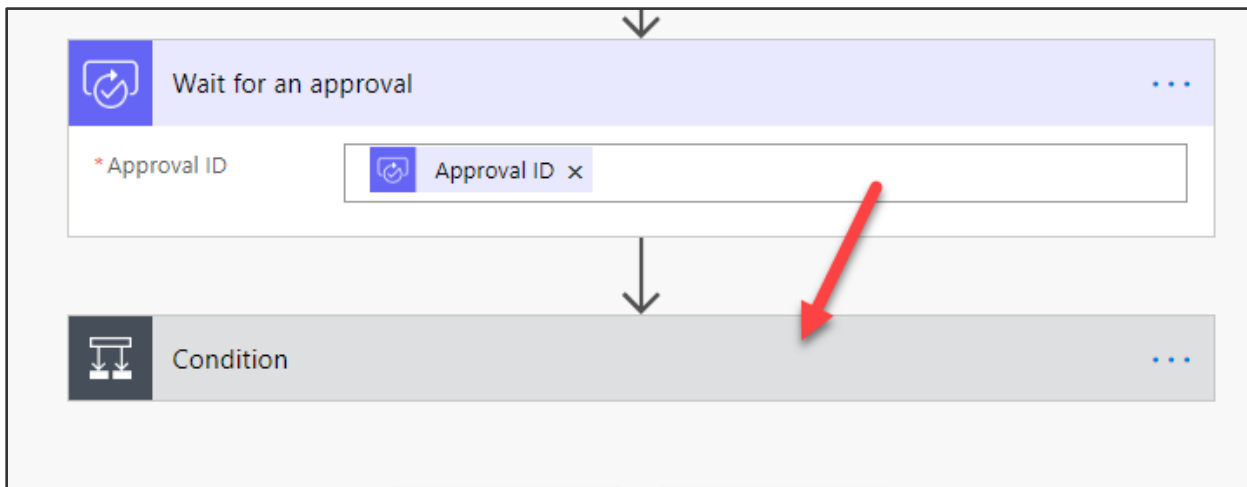
22. Search for wait and select **Wait for an approval**.



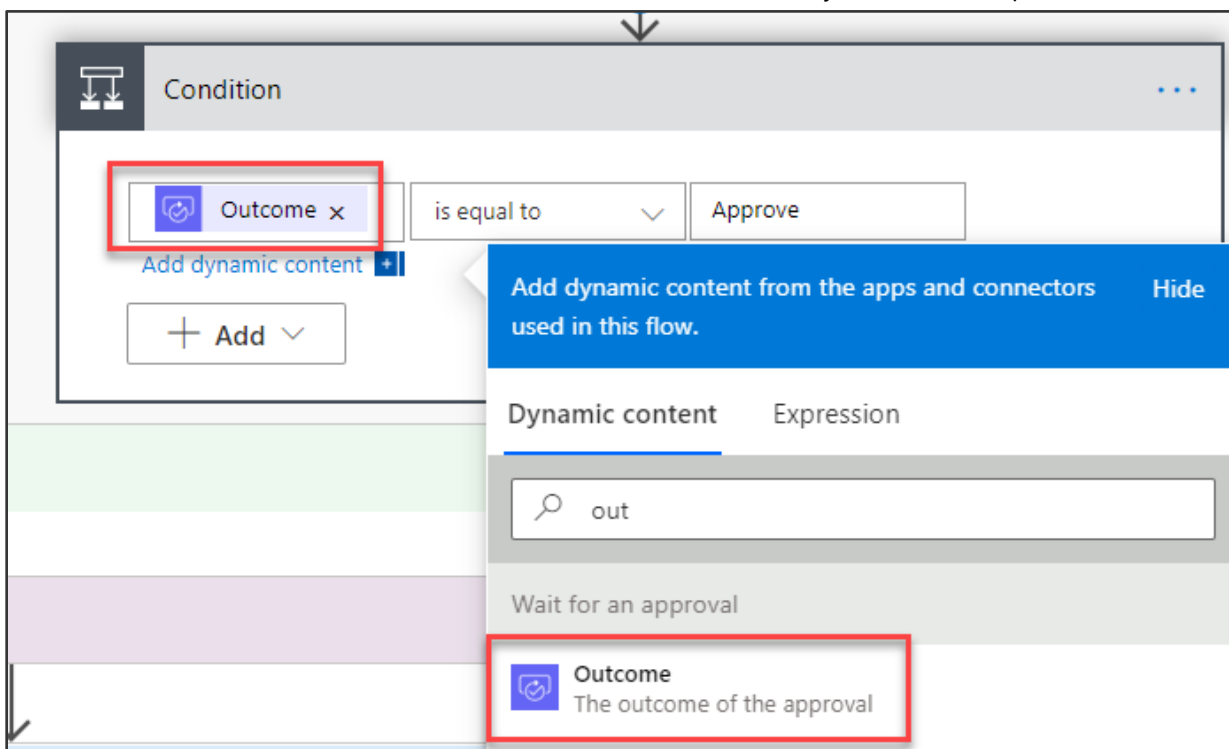
23. Click to select the **Approval ID** field and select **Approval ID** from the dynamic content pane.



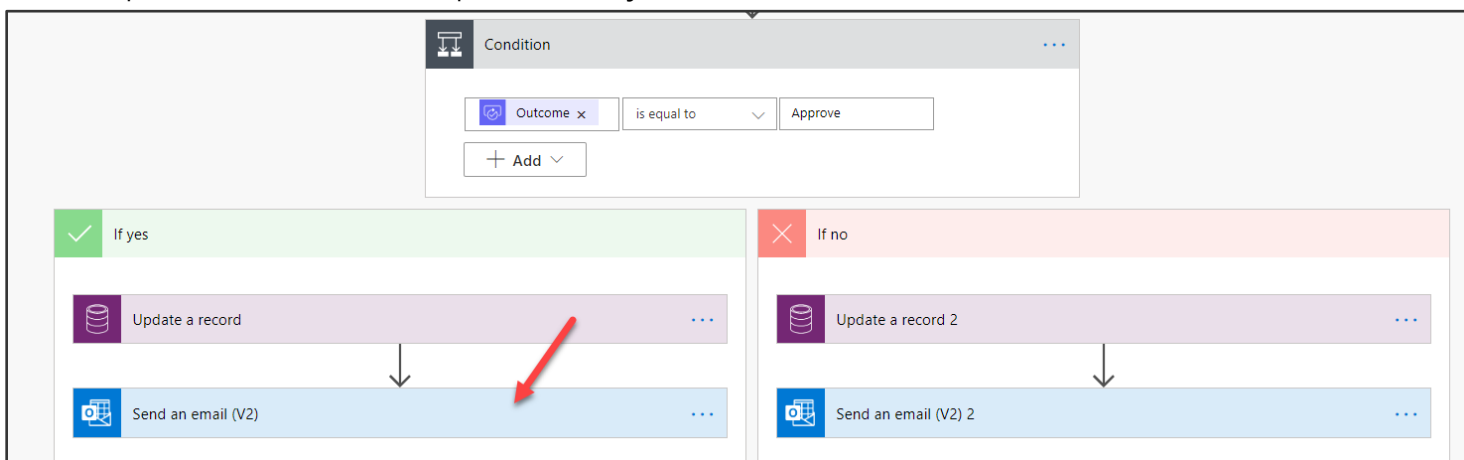
24. Click to expand the condition step.



25. Click to select the **Choose value** field and select **Outcome** from the dynamic content pane.



26. Click to expand the **Send an email** step inside the **If yes** branch.



27. You will copy the information in this step into a new post a message step. Click Add an action.

Update a record

Send an email (V2)

* To: Requested By x

* Subject: Your device order has been approved!

* Body:
</>
Your device has been approved Device Name x</br>
Estimated ship date: Estimated Ship Date x</br>

Show advanced options v

Add an action

28. Search for Flow bot and select **Post a message as the Flow bot to a user**.

Choose an action

flow bot

All Built-in Standard Premium Custom My clipboard

Triggers Actions See more


Post a choice of options as the Flow bot to a user (preview) Microsoft Teams

Post a message as the Flow bot to a channel (preview) Microsoft Teams


Post a message as the Flow bot to a user (preview) Microsoft Teams

29. Type Your device order has been approved! for **Headline**.


30. Expand the Send an email step, copy the Body content, and paste it to the Message field of the Post message step.




Send an email (V2)



* To



 Requested By




* Subject

Your device order has been approved!


* Body

</>

Your device has been approved




 Device Name




</br>

Estimated ship date:





 Estimated Ship Date




</br>


Show advanced options





Post a message as the Flow bot to a user (Preview)





* Headline


Your device order has been approved!

* Recipient


Add an email address

Message

Your device has been approved




 Device Name




</br>

Estimated ship date:




 Estimated Ship...



</br>

Add dynamic content



31. Click to select the **Recipient** filed and select **Requested By** from the dynamic content pane.

Post a message as the Flow bot to a user (Preview)

* Headline

Your device order has been approved!

* Recipient

Requested By x ;

Add dynamic content +

Message

Your device has been approved

Device Name x</div> </br>

Estimated ship date:

Estimated Ship... x</div> </br>

Show advanced options ▾

Add an action

Add dynamic content from the apps and connectors used in this flow.

Dynamic content

Expression

requested by

Update a record

Requested By

32. Remove the HTML tags from the **Message**. The message should now look like the image below.

Post a message as the Flow bot to a user 2 (Preview)

* Headline: Your device order has been approved!

* Recipient: Requested By

Message: Your device order has been approved Device Name
Estimated ship date: Estimated Ship...

[Add dynamic content](#)

[Show advanced options](#)

33. Click on the **... Menu** button of the **Send an email** step and select **Delete**.

Send an email (V2)

* To: Requested By

* Subject: Your device order has been approved!

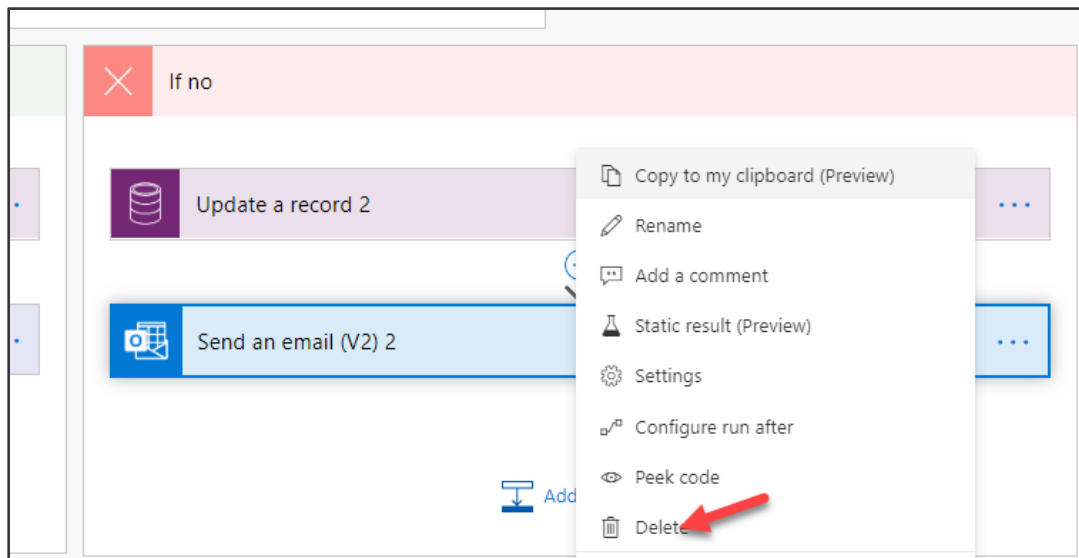
* Body: Your device has been approved Device Name
Estimated ship date: Estimated Ship Date

Menu:

- Copy to my clipboard (Preview)
- Rename
- Add a comment
- Static result (Preview)
- Settings
- Configure run after
- Peek code
- Delete**

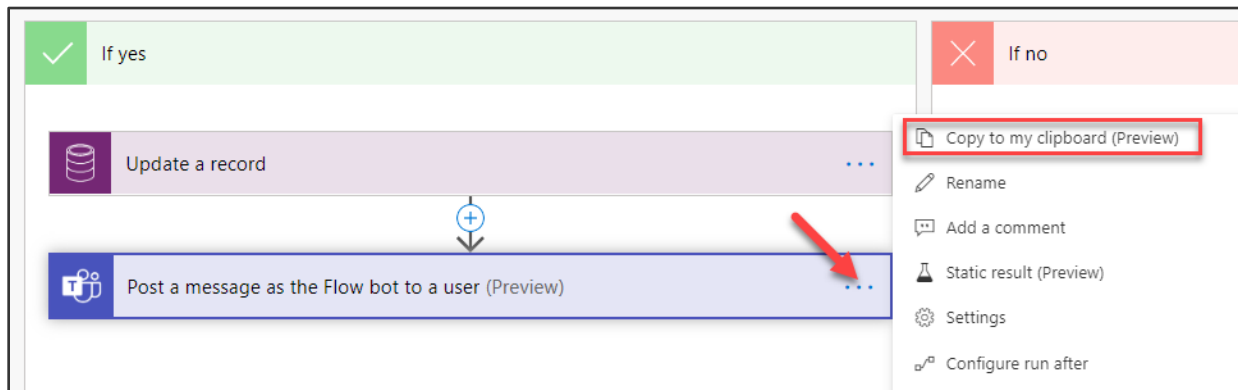
34. Click **OK**.

35. Go to the **If no** branch and delete the **Send an email** step.

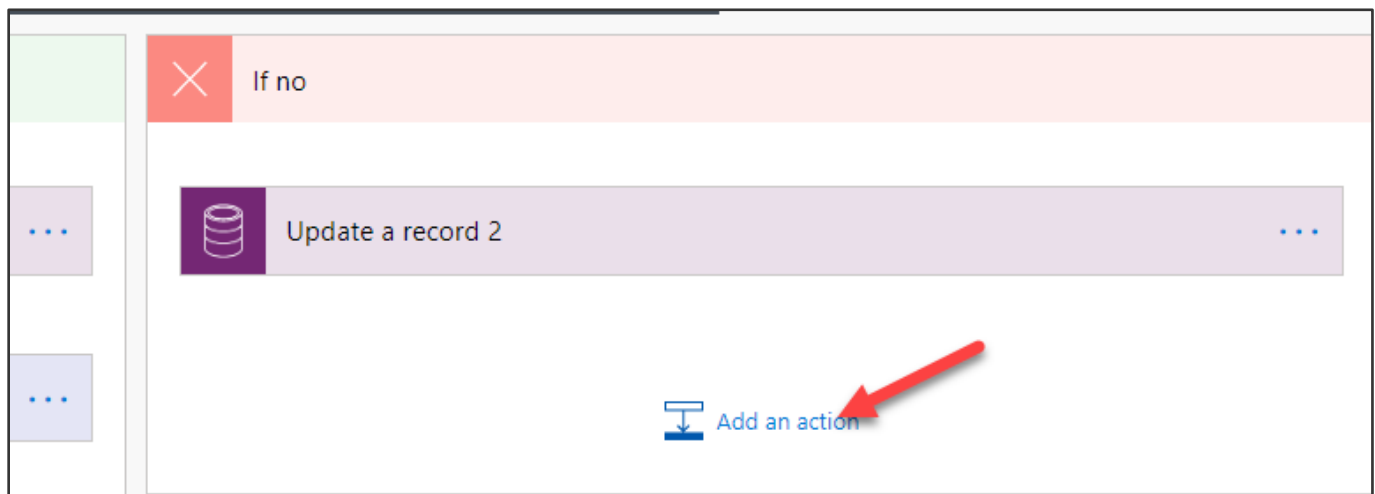


36. Click **OK**.

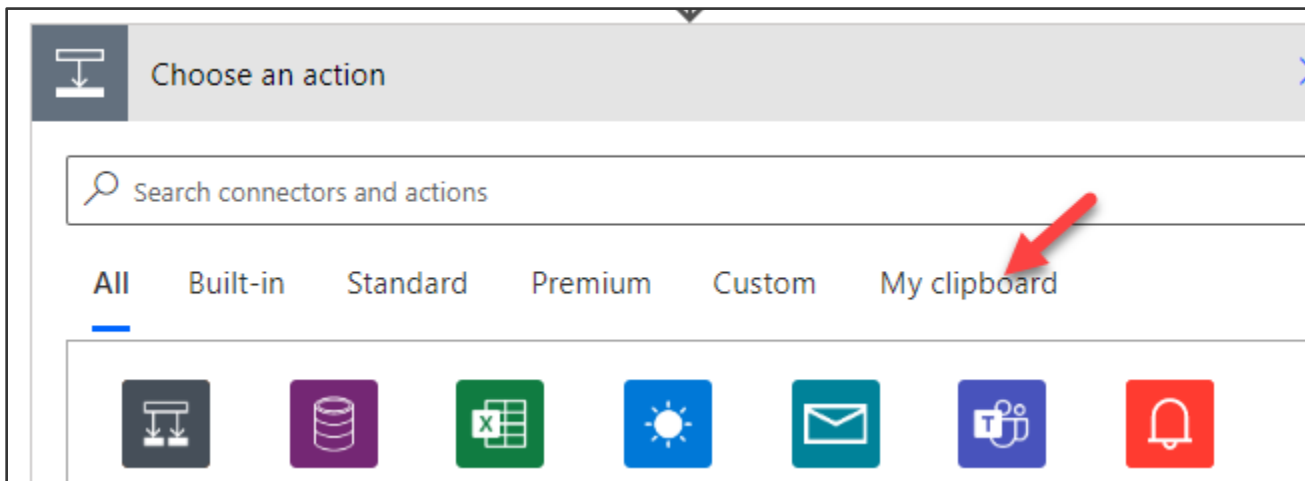
37. Click on the ... **Menu** button of the **Post a message** step and select **Copy to my clipboard**.



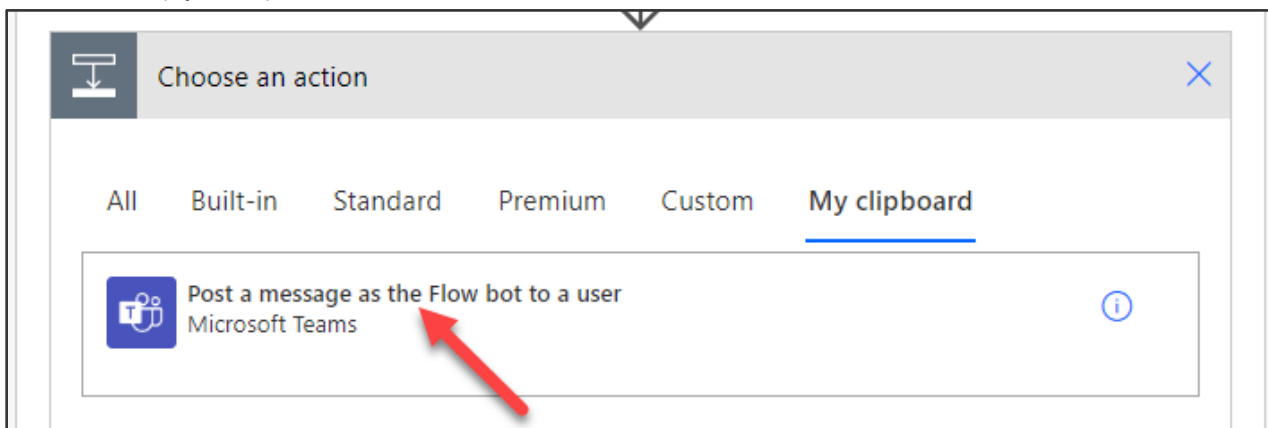
38. Go to the **If no** branch and click **Add an action**.



39. Select **My clipboard**.



40. Select the step you copied.

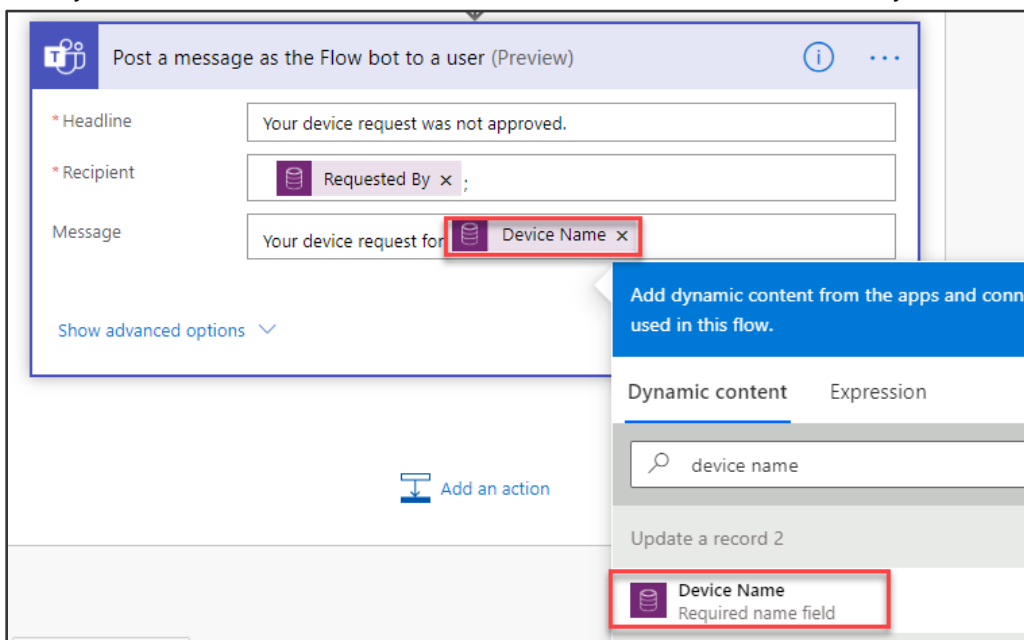


41. Click to expand the step you just pasted.

42. Change the Headline to **Your device request was not approved.**

43. Change the Message to **Your device request for**

44. Place your cursor at the end of the text and select **Device Name** from the dynamic content pane.



45. Add **was not approved** to the end of the content. The step should now look like the image below.

Post a message as the Flow bot to a user (Preview)

* Headline: Your device request was not approved.

* Recipient: Requested By x ;

Message: Your device request for Device Name x was not approved.

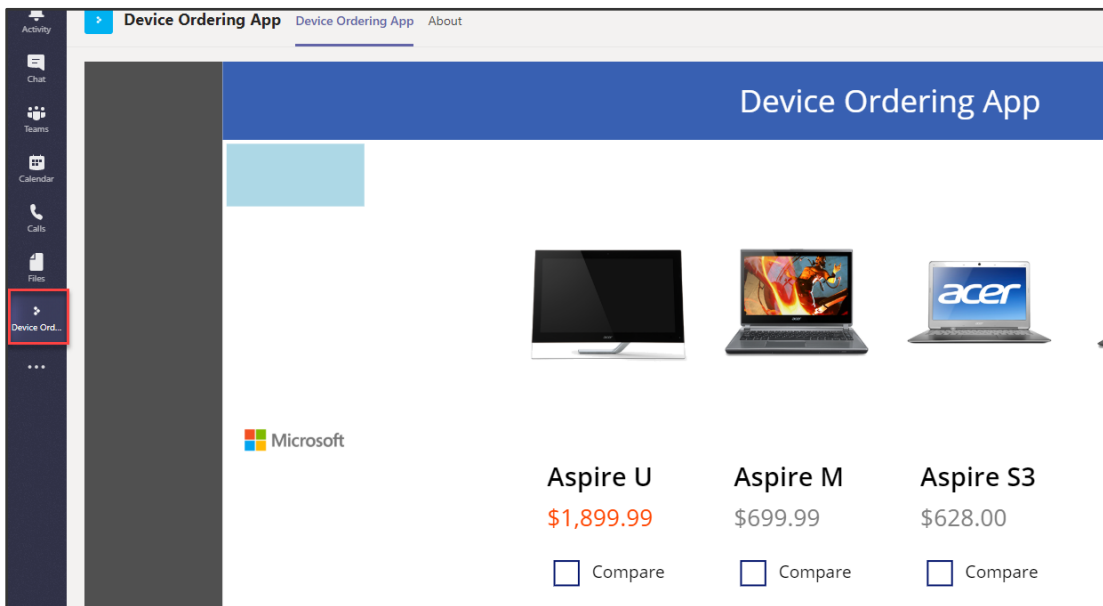
Show advanced options

46. Click **Save** to save your changes.

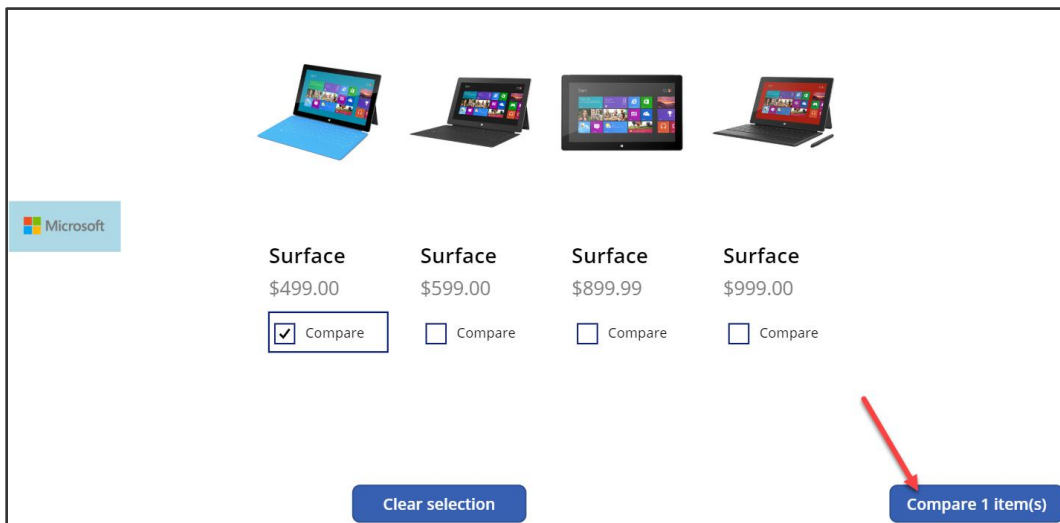
Task 3: Test your Flow

Now that the flow has been modified, you are ready to test it. To test the flow, run the device ordering app you added to Teams either in the channel or the app bar.

1. Navigate to [Microsoft Teams](#) and select the **Device Ordering App** tab.



2. Select **Microsoft**, select a device, and click **Compare**.



3. Make sure the approver email is your email (for test purposes) and click **Submit device request**.

Device Ordering App

Hello, MOD Administrator

* Device Name
Microsoft - Surface RT 32GB

* Price
499

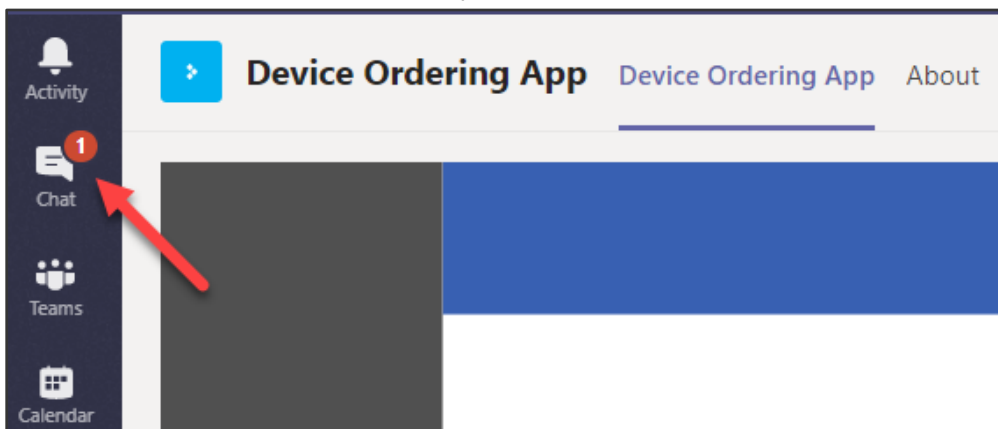
Approver
admin@M365x226588.onmicrosoft.com

Comments
Enter justification

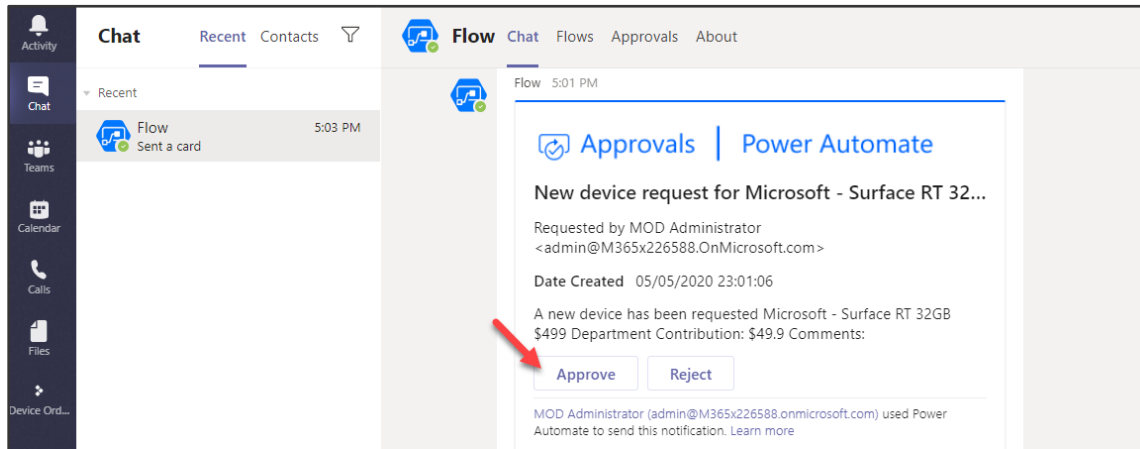
Requested By
admin@M365x226588.onmicrosoft.com

Submit device request

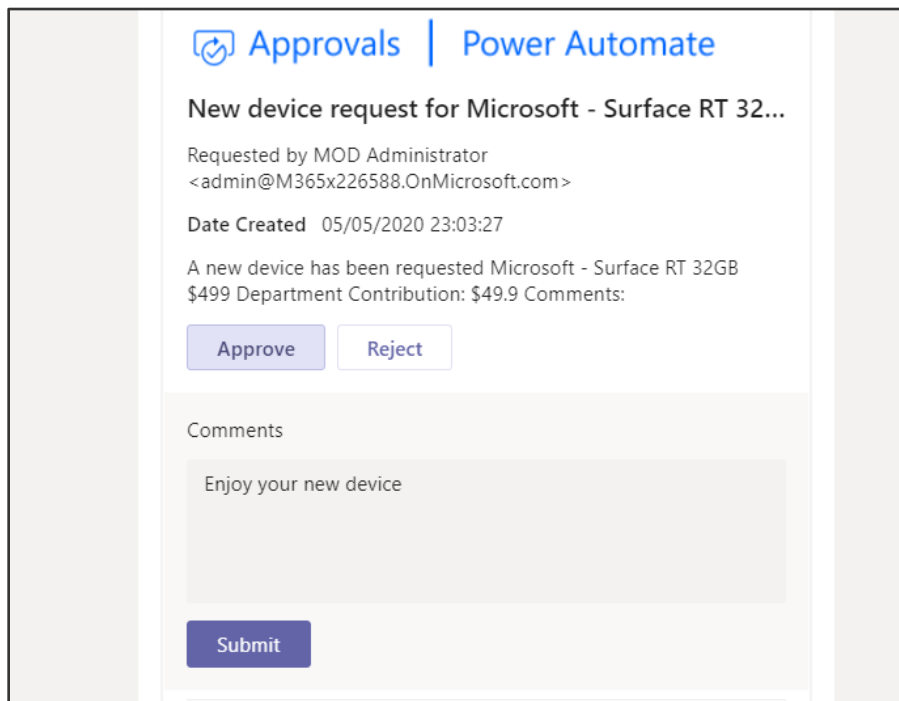
4. Click **OK**.
5. Shortly after hitting submit, you should see a message and a notification in the Chat tab on your app bar – this is from the Flow Bot. Click to open the chat.



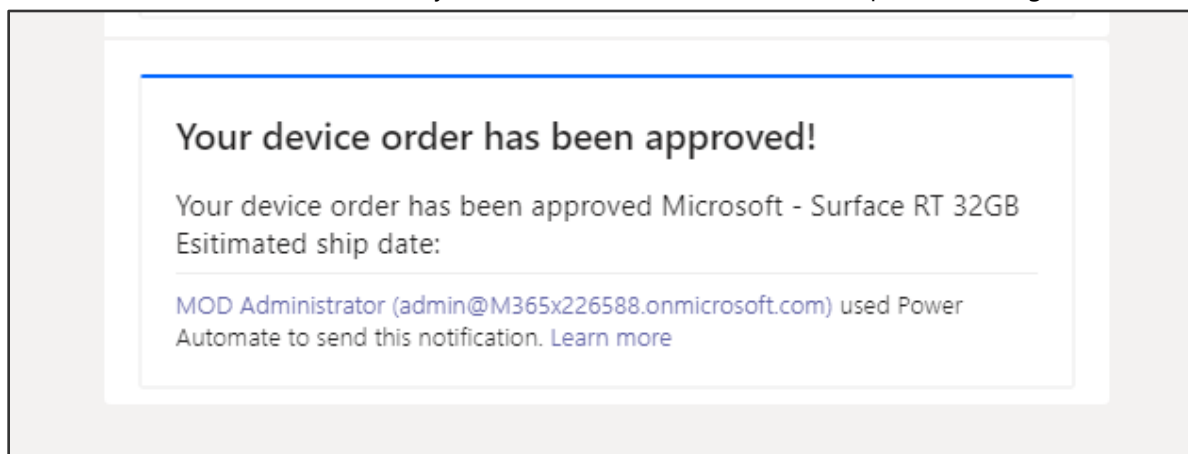
6. When clicking on the Flow bot in your chat window, you will see an approval card. Click **Approve**.



7. Provide a comment and click **Submit**.



8. You should see the approval of the request. In a normal scenario the approver and approval requestor would not be the same, but this allows you to test the flow to see that all steps are working!



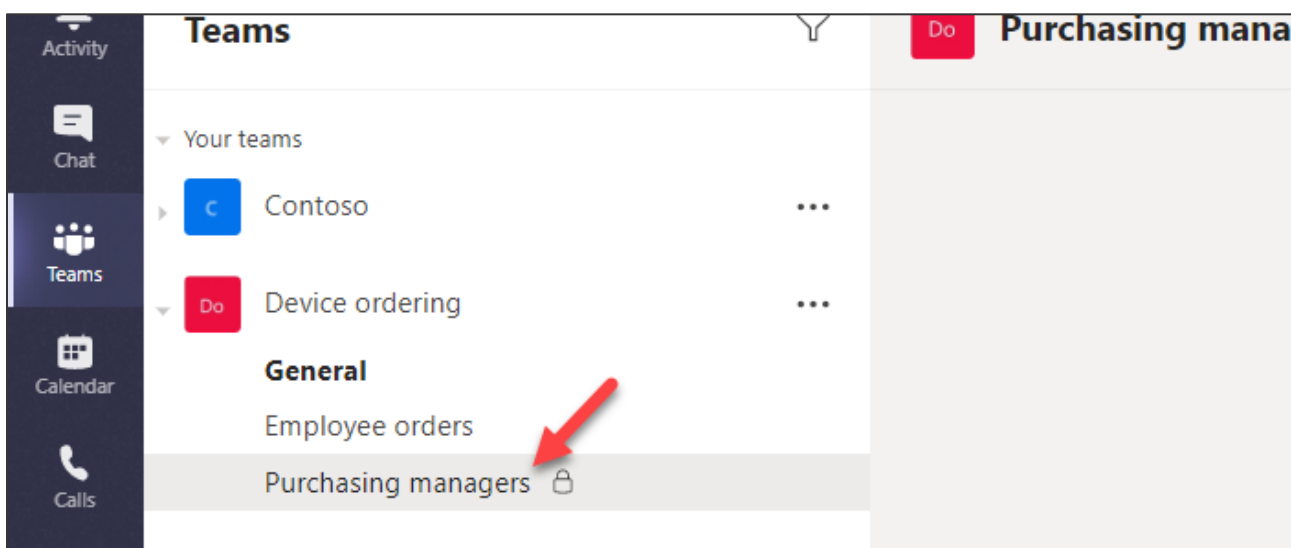
Exercise 4: Add Power BI report to Teams

This exercise requires you to have completed the Supplemental Module on Power BI.

In this exercise you will learn how to add Power BI reports and dashboards to Teams. Having your data in Teams and channels allows users to quickly find the data they need and in the context of the team where they are working. The conversational nature of Teams also amplifies the ability to collaborate on data and turn it to action.

Task 1: Add Power BI app to Teams tab

1. Navigate back to Teams. Select the Purchasing management channel in the Device ordering Team.



2. Click **+ Add a tab** again.
3. Search for Power BI and select the Power BI app.
4. In the Power BI window, expand **My workspace** and select the **Device Order Report** that you build earlier.

Power BI

About ×

Tab name

Power BI

Select a Power BI report that will show up in this Teams tab

Workspaces Apps

Search

Name ▲

My workspace

Device Order Report

All Company

All Company

Contoso

☒ Post to the channel about this tab

Back Save

5. Make sure you select **Post to the channel about this tab** and click **Save**.

Workspaces Apps

Search

Name ▲

My workspace

Device Order Report

All Company

All Company

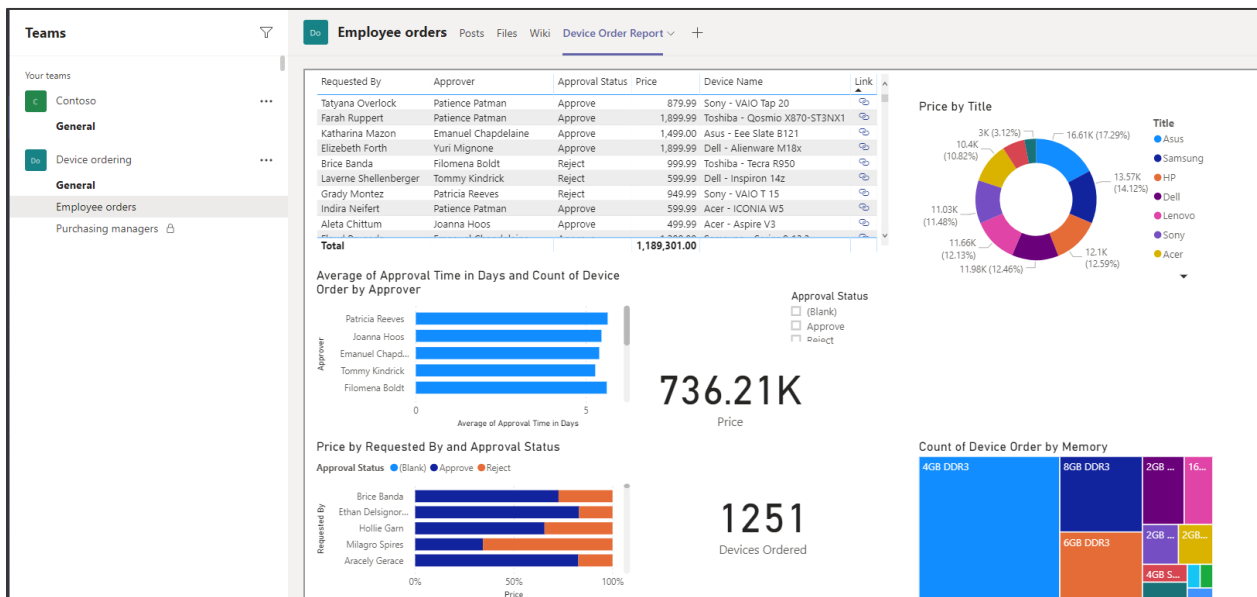
Contoso

Make sure this team has been given access to this report in [Power BI](#).

☒ Post to the channel about this tab

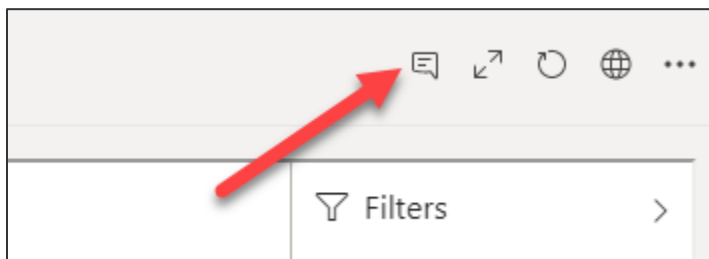
Back Save

6. The Power BI tab should load.

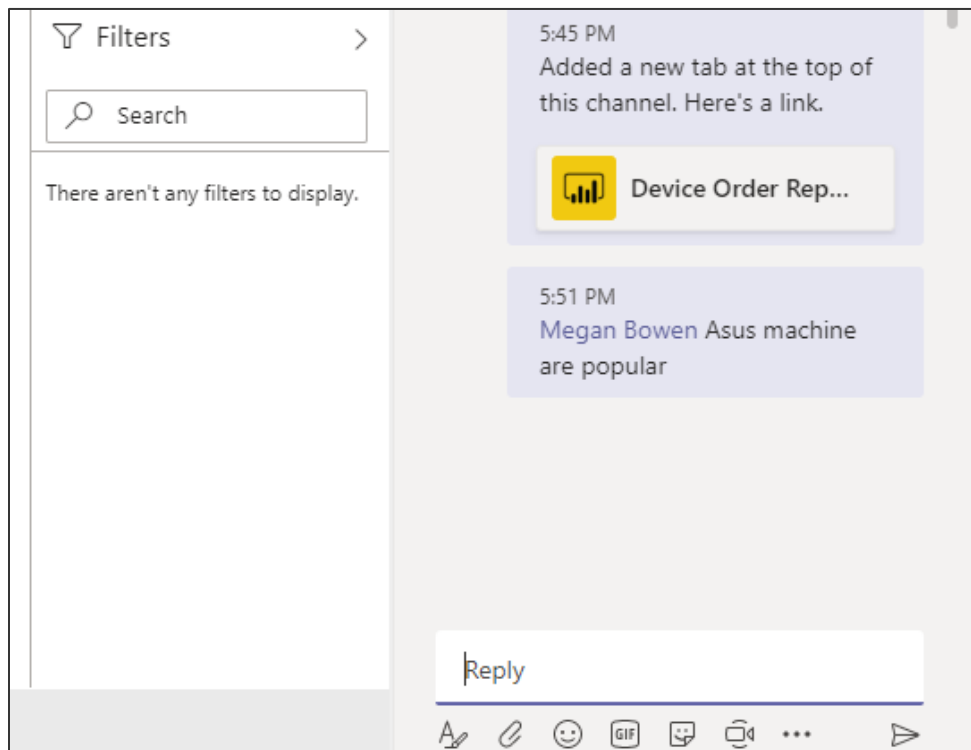


Task 2: Start chat in Power BI

1. Click into the New Power BI report tab that you just created. In the top right, you'll see a chat bubble icon – **click the chat icon**



2. A chat window should open on the right side of the screen. In the chat window, type @Megan, and hit tab. Then type a message to Megan and click **Send**. This will send her a notification and allow her to come right to the report.



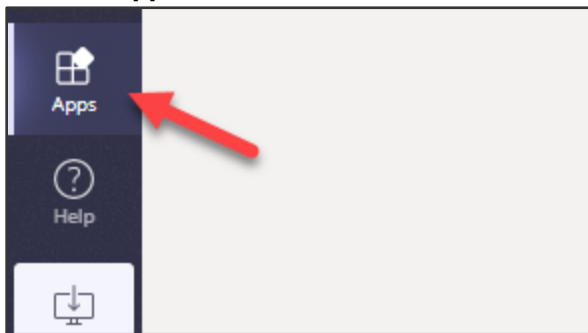
Exercise 5: Add Power Virtual Agents bot to Teams

This exercise requires you to have completed the Supplemental Module on Power Virtual Agent.

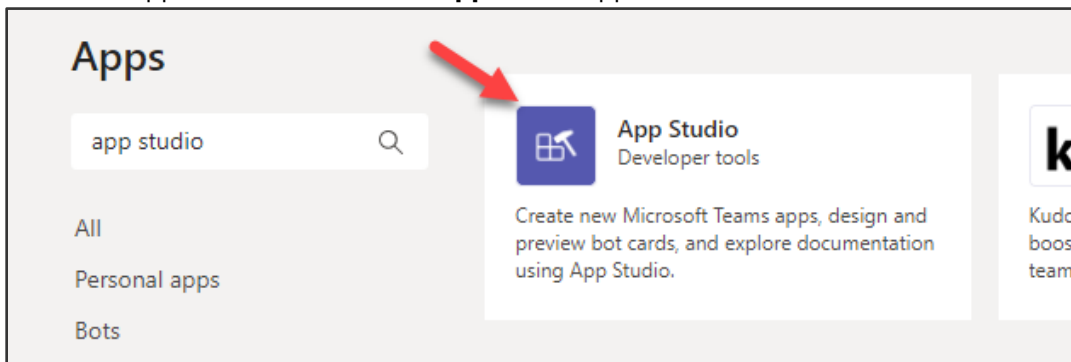
Chatbots in Teams are another great addition to the Teams experience. The conversational nature of Teams makes the transition to chatbots simple and allow users to quickly find the information they need without having to switch to a new experience to interact with the bot. Like other components of Power Platform, Power Virtual Agents bots are easier for users to find in Teams and easy for makers to share with their teams.

Task 1: Load app studio into Teams

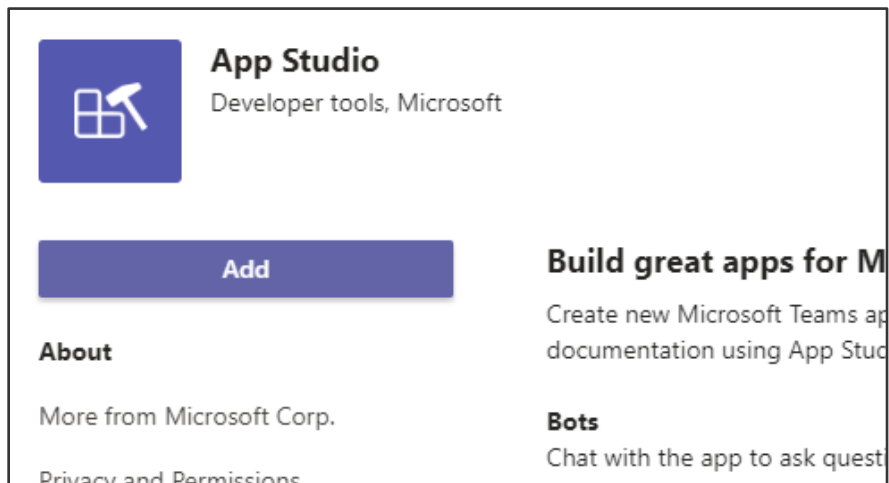
1. Click the **Apps icon** on the left side of the screen.



2. Search for app studio and select the **App Studio** app.

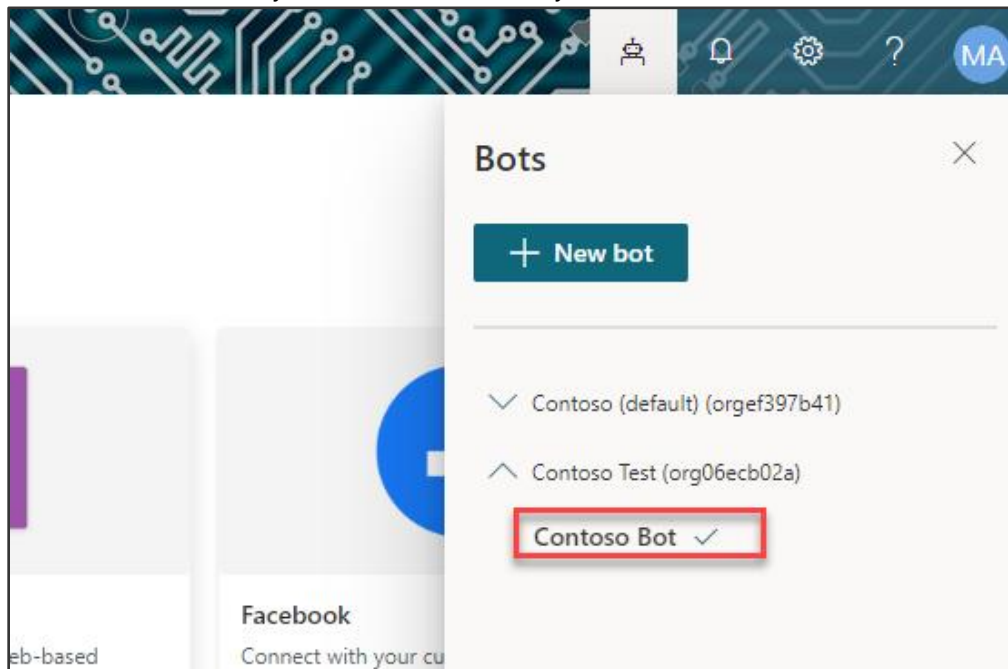


3. Click Add.

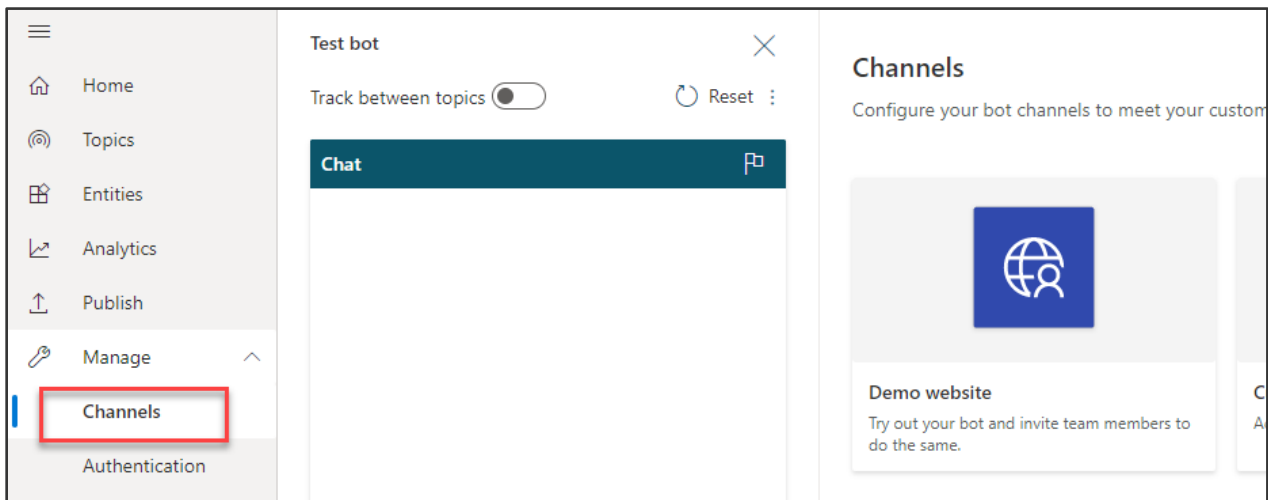


Task 2: Collect the app information

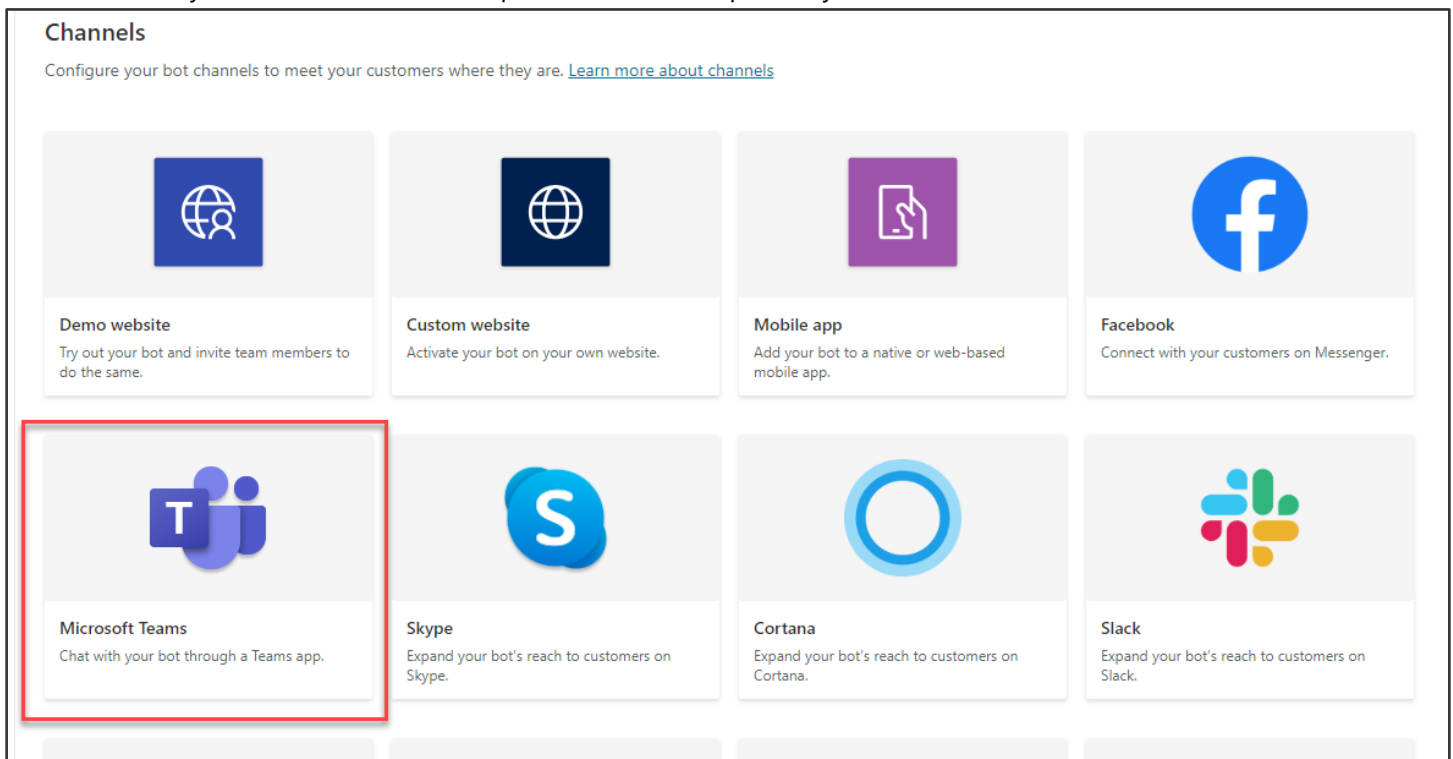
1. Open a new web browser tab and navigate to [Microsoft Power Virtual Agents](#) and click **Sign in**.
2. Find the **Contoso Bot** you created (make sure you are in the correct environment).



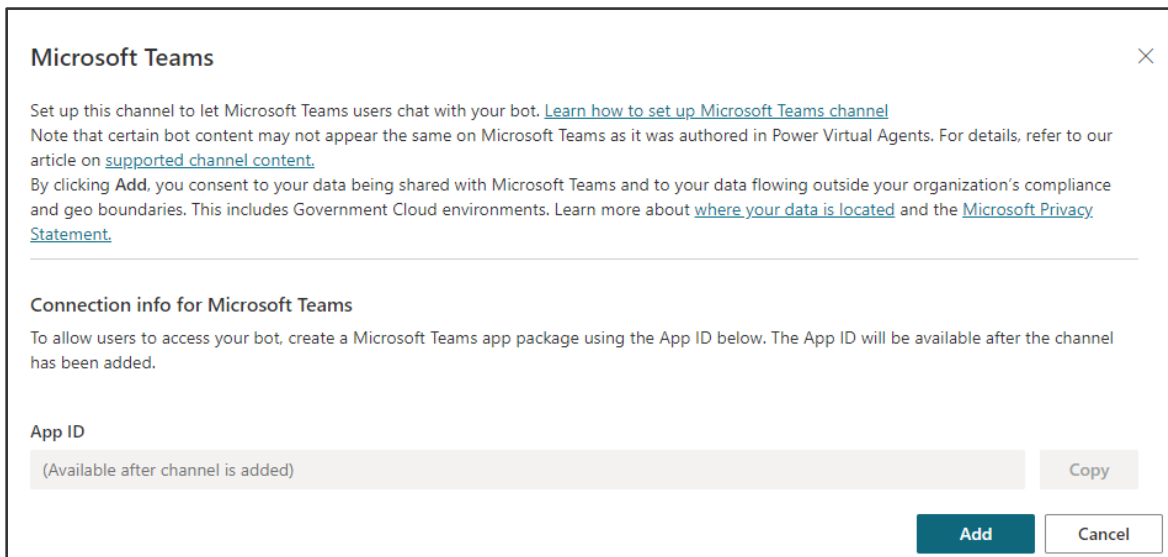
3. On the left-hand menu, select **Manage** and expand the list, and then select **Channels**.



4. Under channel, you will see a number of options on where to publish your bot. Select the **Microsoft Teams** card.



5. Click the **Add**.



Microsoft Teams

Set up this channel to let Microsoft Teams users chat with your bot. [Learn how to set up Microsoft Teams channel](#)

Note that certain bot content may not appear the same on Microsoft Teams as it was authored in Power Virtual Agents. For details, refer to our article on [supported channel content](#).

By clicking **Add**, you consent to your data being shared with Microsoft Teams and to your data flowing outside your organization's compliance and geo boundaries. This includes Government Cloud environments. Learn more about [where your data is located](#) and the [Microsoft Privacy Statement](#).

Connection info for Microsoft Teams

To allow users to access your bot, create a Microsoft Teams app package using the App ID below. The App ID will be available after the channel has been added.

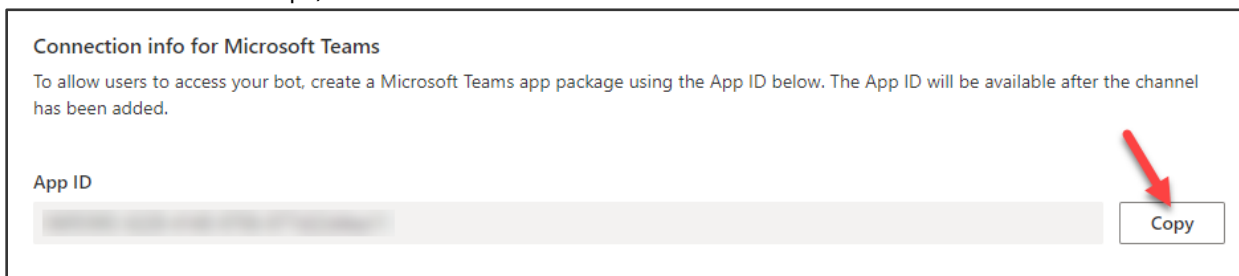
App ID

(Available after channel is added)

Copy

Add **Cancel**

6. This action creates an App ID and populates it into the field in the window. **Copy the App ID** to your clipboard (note: You should paste this somewhere where you can easily access it, like Notepad or a Word document. You will need this in later steps).



Connection info for Microsoft Teams

To allow users to access your bot, create a Microsoft Teams app package using the App ID below. The App ID will be available after the channel has been added.

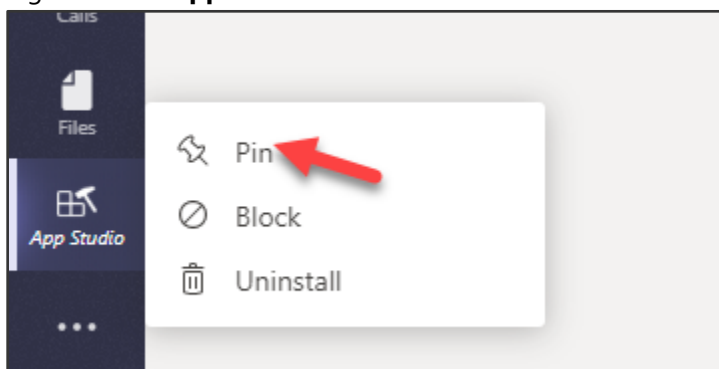
App ID

[App ID Value]

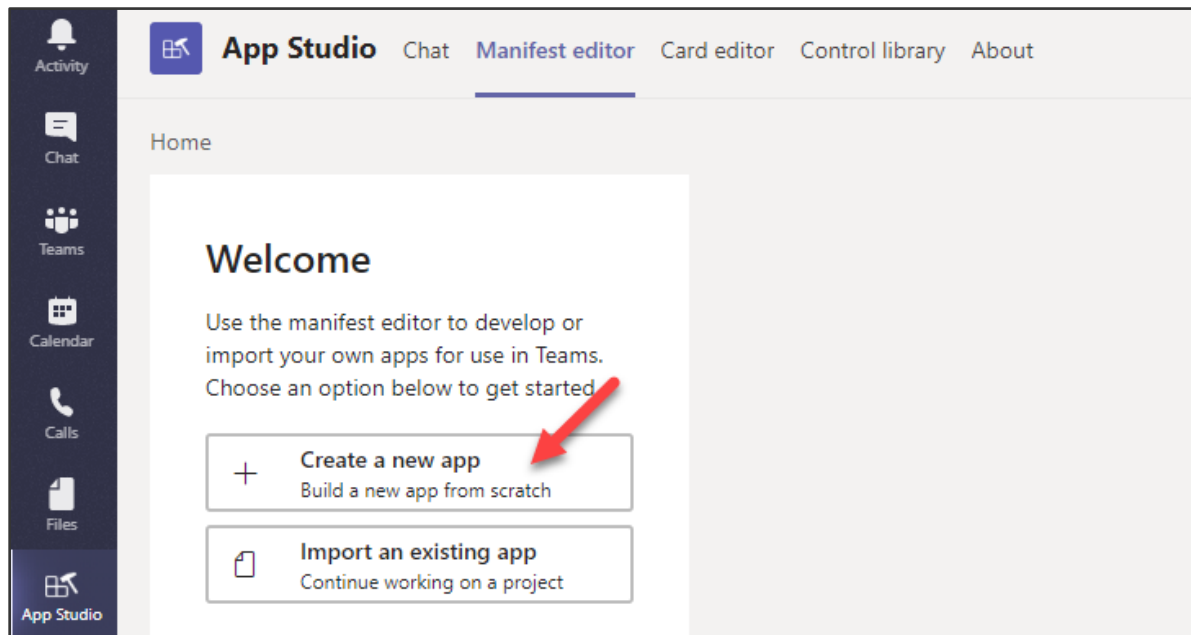
Copy

Task 3: Load into app studio by updating the app manifest

1. Navigate back to [Microsoft Teams](#)
2. Right click on **App Studio** and select **Pin**.



3. Click to open **App Studio**.
4. In App Studio, click the **Manifest editor** tab from along the top. From there, select the **Create a new app** button.



5. Make sure you have **App details** selected, enter **Order Bot** for **Short name**, enter **Device ordering status bot** for **Full name**, paste the app ID you copied in the **App ID** field, enter **com.Contoso.OrderBot** for Package name, **1.0.0** for **Version**, provide short and full descriptions, and scroll down.
6. X

App details

Provide some basic info about your app to get things going. Learn more about [Teams Apps](#) and the [Manifest Schema](#)

App names

A short name (30 characters or less) is required. Feel free to also include a longer version if your preferred name exceeds 30 characters.

*Short name

Order Bot

Full name

Device ordering status bot

Identification

Your App ID should be a GUID. Use Semantic Versioning for your version number.

*App ID

Generate

*Package Name

com.Contoso.OrderBot

*Version

1.0.0

Descriptions

Include both short and full descriptions of your app. The short description must be under 80 characters and not repeated in the full description.

*Short description (80 characters or less)

Bot that checks order status

*Full description (4000 characters or less)

This bot helps users check the status of their device orders

7. Make sure you are in the Developer section. Enter **Contoso** for **Name**, **https://www.cotoso.com** for **Website**, **https://cotoso.com/privacy** for **Privacy** statement, and **https://cotoso.com/terms** for **Terms** of use.

Developer information
Enter your name and website. Make sure the website is a valid https URL.

*Name: Contoso *Website: https://cotoso.com

Partner information
Optionally provide the Microsoft Partner Network ID of the partner organization building the app. [Learn more](#)

MPN ID: XXXXXXXXXXXX

App URLs
Provide the links to your privacy statement and terms of use.

*Privacy statement: https://cotoso.com/privacy *Terms of use: https://cotoso.com/terms

8. Select **Bots**.

Complete these steps
Complete these steps in order to distribute your app.

1 Details

App details

2 Capabilities

Tabs

Bots ←

Connectors

Messaging extensions

3 Finish

Optionally provide

MPN ID: XXXXXXXXXXXX

App URLs
Provide the links to your privacy statement and terms of use.

*Privacy statement: https://cotoso.com/privacy

Branding
Upload one for your app background.

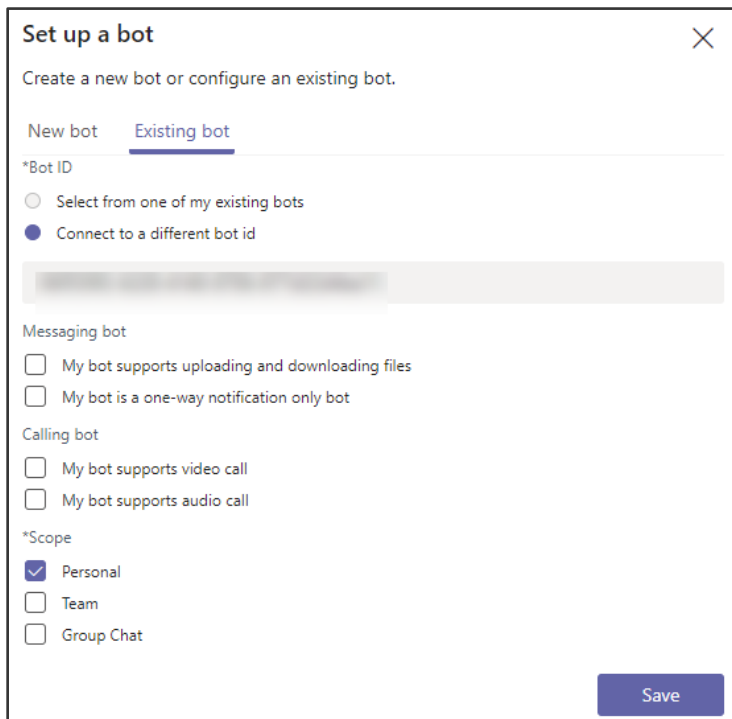
9. Click **Setup**.

Bots

Set up a bot to include it in your app experience. [Learn more](#)

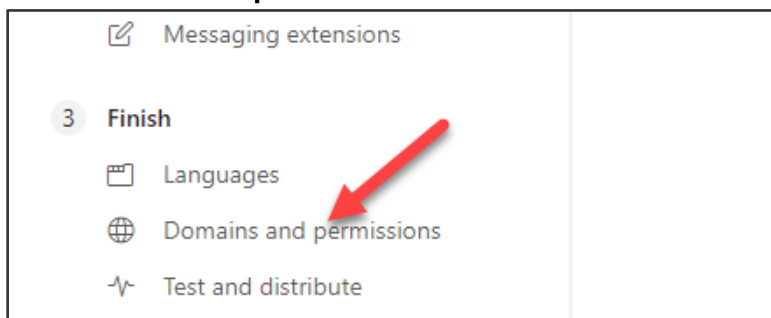
Set up

10. Select the **Existing bot** tab, select **Connect to a different bot Id**, paste the **App ID** you copied from PVA, select **Personal** for **Scope**, and click **Save**.



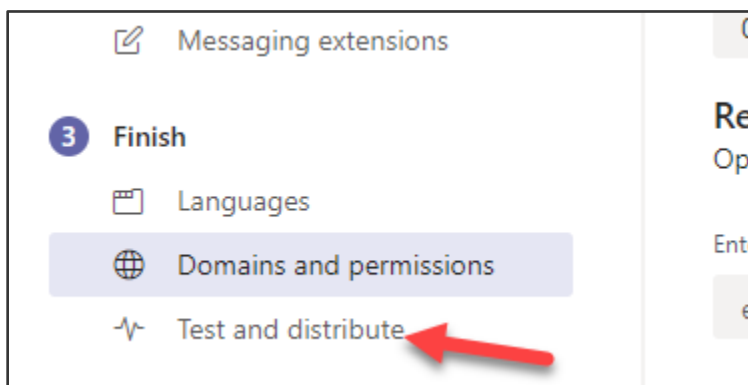
The screenshot shows the 'Set up a bot' dialog box. At the top, it says 'Create a new bot or configure an existing bot.' Below this are two tabs: 'New bot' and 'Existing bot'. Under the 'Existing bot' tab, there is a section for '*Bot ID' with two radio buttons: 'Select from one of my existing bots' (unselected) and 'Connect to a different bot id' (selected). Below this is a text input field containing a blurred bot ID. Further down, there are sections for 'Messaging bot' and 'Calling bot', each with two checkboxes. The 'Messaging bot' section has 'My bot supports uploading and downloading files' and 'My bot is a one-way notification only bot'. The 'Calling bot' section has 'My bot supports video call' and 'My bot supports audio call'. At the bottom, there is a section for '*Scope' with three checkboxes: 'Personal' (checked), 'Team' (unchecked), and 'Group Chat' (unchecked). A 'Save' button is located at the bottom right of the dialog.

11. Select **Domains and permissions**.

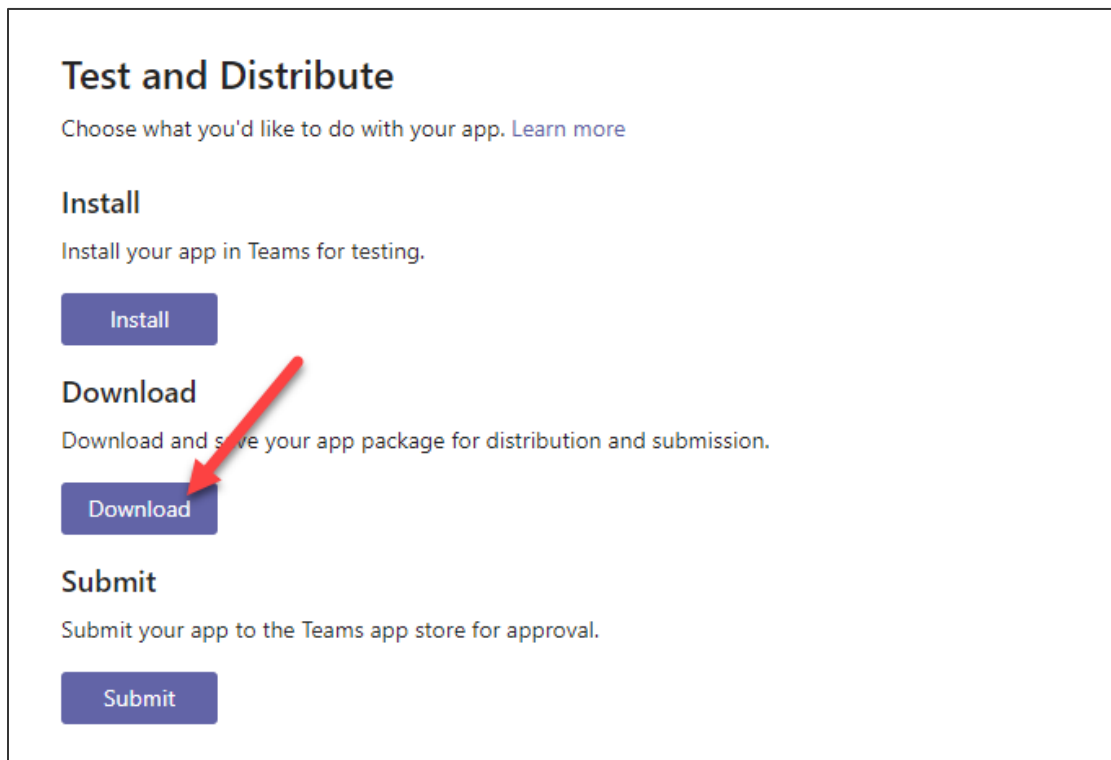


12. Enter **token.botframework.com** for domain and paste the App ID to the AAD App ID field.

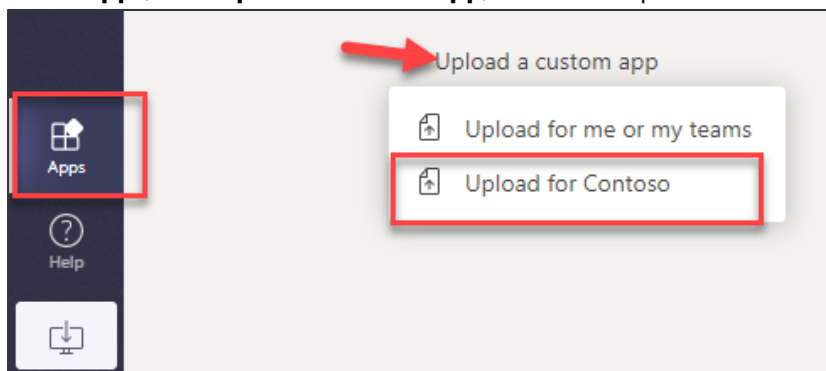
13. Select **Test and distribute**.



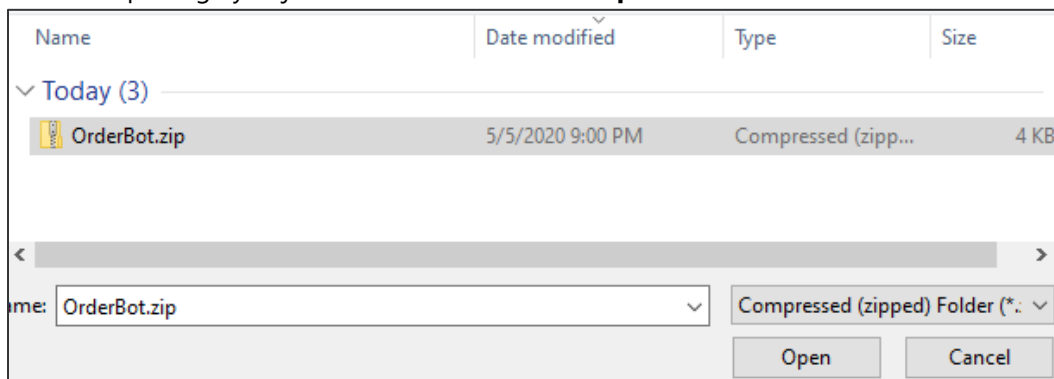
14. Click **Download**.



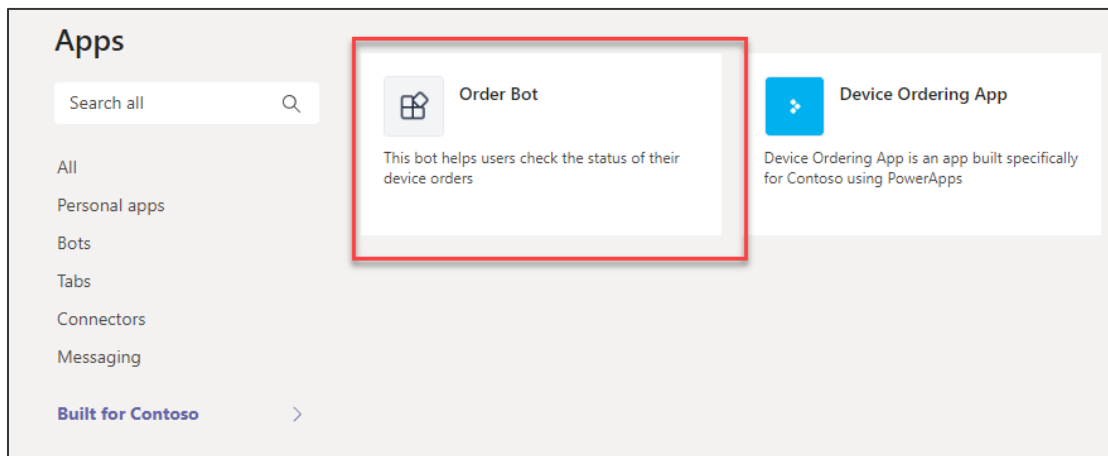
15. Save the downloaded package and save on your computer, you will need this package in the next steps.
16. Select **Apps**, click **Upload a custom app**, and select Upload for Contoso (or your tenant name).



17. Select the package you just downloaded and click **Open**.



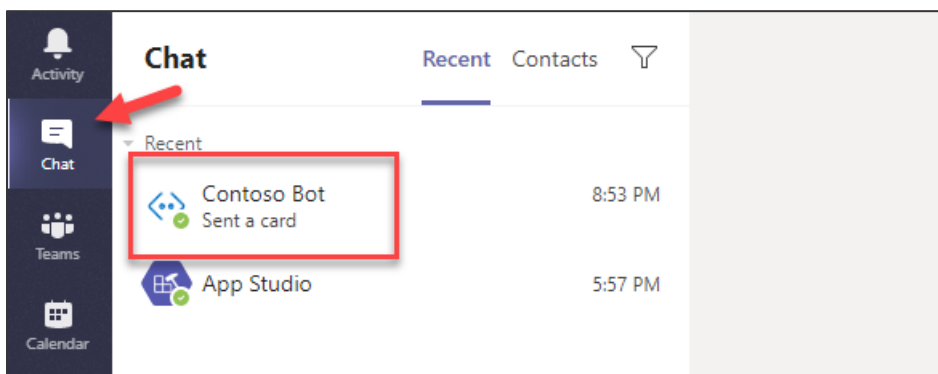
18. The app should be added to your tenant. Click to open.



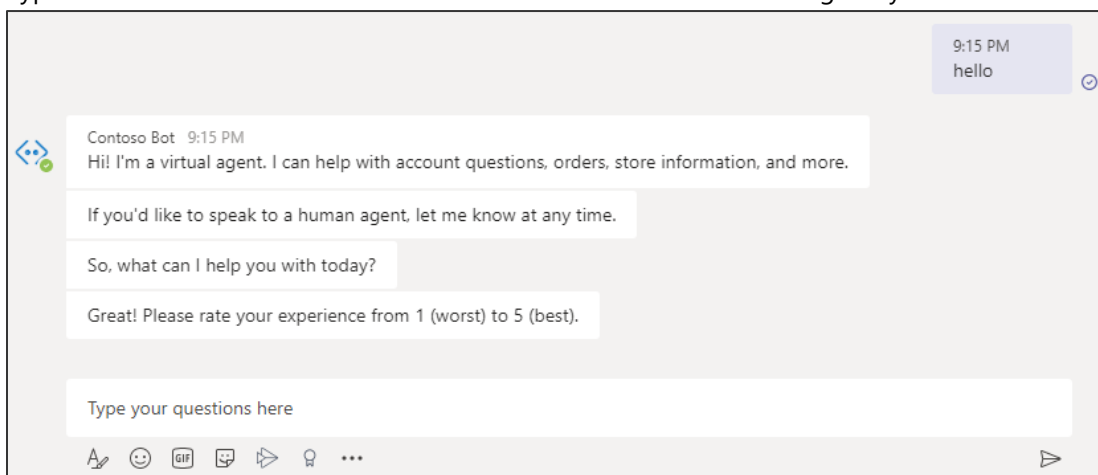
19. Click **Add**.

Task 4: Test bot

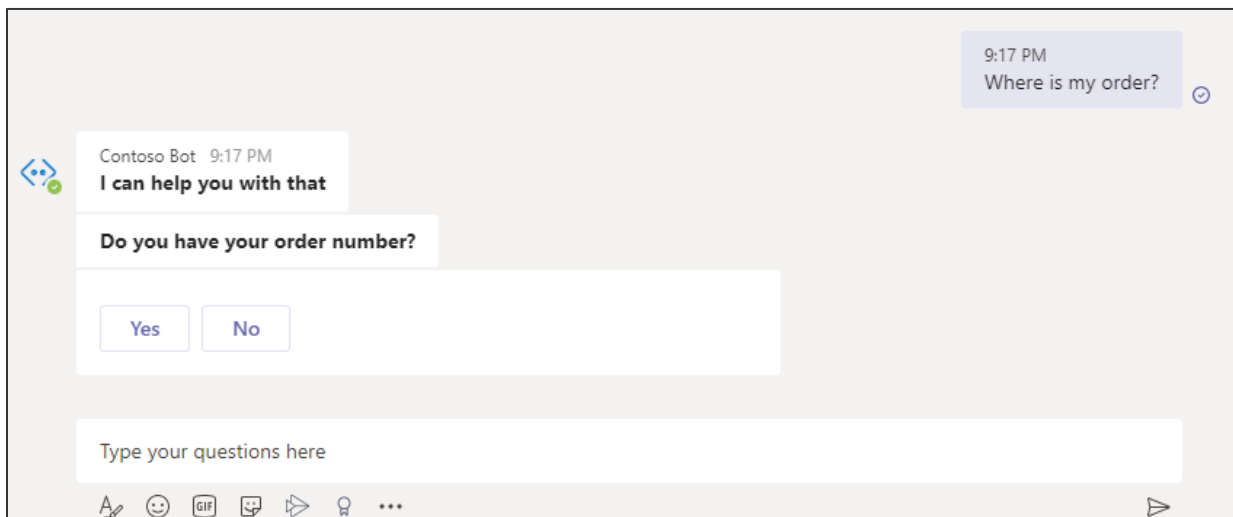
1. Click Chat. You should see that Contoso bot was added.



2. Type Hello and start a conversation with the bot. The bot should greet you.



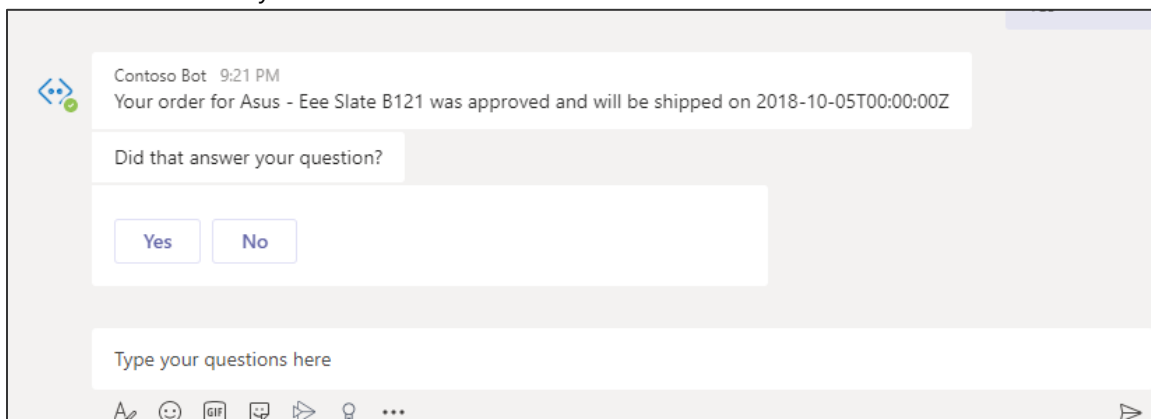
3. Type **where is my order** and send. The bot should ask if you have an order number, click Yes



4. Type **1234** (this order was created in the Power Virtual Agent) and send. The bot should ask if the order you provided is correct, click **Yes**.



5. The bot should show you the status of the order. Click Yes.



6. The bot should conclude the conversation.

Lab survey

We would appreciate your feedback on the Business Application Platform technologies and on this hands-on-lab, such as the quality of documentation and the usefulness of the learning experience.

Please use the survey at <http://aka.ms/appinadayLabSurvey> 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!

References

App in a Day introduces some of the key functionalities available in Power Apps, Power Automate, Power BI and the Common Data Service. For an up to date list of learning references, see [Power Apps Resources](#) and [Power Automate Resources](#) and [Power BI](#).

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