# IN MICROSOFT TEAMS APP

### NOTE: These are sample posts. Please customize name, timings, and links for your environment.

**POST AS ANNOUNCEMENTS**

## In general channel

Setup Teams meetings:

In Teams: **Calendar > New Meeting > Add Channel** (select appropriate Team’s Channel) & all hackathon details > **Send**

## Calendar Invite for Office Hours

HEADLINE: Internal Hackathon: Teams-as-a-Platform Office Hours

BODY: Join this call to complete the setup of your demo environment if you don’t have one.

Instructions -

<https://aka.ms/DemoandAzureSetup>

## In general channel

HEADLINE - Welcome to Power Up with Power Platform Hackathon

BODY -

General Hey all, it is great to you all join us for hackathon. Refer to **Tabs** at the top to know which team channel to join. You can find this under Files in General channel as well.

**Join the Kick-Off Teams meeting** on **Tuesday, March 16 at 10am CST:**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDY3YmIxMTQtZTQyYS00NmI5LWE0ZmEtMTQwNDE0NjIzY2Q5%40thread.v2/0?context=%7b%22Tid%22%3a%2272f988bf-86f1-41af-91ab-2d7cd011db47%22%2c%22Oid%22%3a%2211140cf5-196a-4727-8fbc-1f390215b482%22%7d)

## In general channel

HEADLINE - Plan for Power Up with Power Platform Hackathon

SUBHEAD- Required pre-work

BODY –

1. [**Set up your own demo environment**](https://aka.ms/DemoandAzureSetup) on your own or join office hours to get help from coaches. (If you already have one from last hackathon or with similar settings, you can use that demo environment)
2. Read the [**Hackers Guide**](https://aka.ms/TaapHackerGuide).
3. Reserve half a day to go through the [**Microsoft Learn Training material**](https://aka.ms/LearnTaaP)**. Don’t wait until the last minute.**

Completing the pre-work, **especially your demo environment setup**, is critical to participating in the Hackathon.

See you all soon!

## Multiple channels

HEADLINE - Share session begins at 3pm CDT

BODY –

Share session will start at 4pm ET/3pm CDT/1pm PDT. **10 mins/team**

**Join the Teams meeting to share**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDY3YmIxMTQtZTQyYS00NmI5LWE0ZmEtMTQwNDE0NjIzY2Q5%40thread.v2/0?context=%7b%22Tid%22%3a%2272f988bf-86f1-41af-91ab-2d7cd011db47%22%2c%22Oid%22%3a%2211140cf5-196a-4727-8fbc-1f390215b482%22%7d)

### Presentation order:

Team 1

Team 2

Team 3

Team 4

## Multiple channels

HEADLINE - Your feedback is important.

BODY –

Hackers and Coaches, Thank you so much for your active participation during the Hackathon. We hope you enjoyed it and found it useful. Please give us the good and the bad at <https://aka.ms/HackathonEval>

## Coaches private channel

HEADLINE - Welcome to Coaches private channel

BODY - Hello Coaches, Thank you so much for signing up to be a Coach!

* Please make sure you are familiar with people assigned to your team. [Team Assignments for TaaP 2.docx](https://microsoft.sharepoint.com/:w:/t/InternalHackathonTeams-as-a-Platform16-17March/EUt0FtuxaRhGmgahjo17sl0BDmckRu-AQGlQTTQ72EgGFQ?e=PKoXac&isSPOFile=1)
* Read the Coaches Guide. [Coaches Guide TaaP 2.docx](https://microsoft.sharepoint.com/:w:/t/InternalHackathonTeams-as-a-Platform16-17March-Coaches/EVYK3mc6oqtHgFnn3N-raewBVdijUv6xu16NLUJ8jmaVLw?e=ozqISd&isSPOFile=1)
* Hold office hours for your team at your convenience on **March 12 or March 15**. Use this time to confirm if everyone is done with their demo environment set up.
* Use this channel if you need any help before or during the hackathon.

## In team channels

HEADLINE - Welcome Team 2!

BODY - **COACH: Insert Name**

**HACKERS:**

* **Insert Name**

This will be your main collaboration home for this hackathon. Use the **Meet now** option in this channel to start hacking.

Graphical user interface, text, application

Description automatically generated

Welcome Team !

This will be your main collaboration home for this event

Team Lead:

Team members:

Team Lead - Use the **Meet now** option in this channel to start brainstorming.

Graphical user interface, text, application

Description automatically generated