

Adding & Managing Apps

Enhance collaboration and productivity

1. Introduction

This guide provides step-by-step instructions for adding, using, and managing apps within Microsoft Teams. Focus is placed on Polls, Forms, SharePoint, and Whiteboard, alongside best practices for maximizing team collaboration.

2. Adding Apps in Microsoft Teams

- Steps:
- Open Microsoft Teams.
- Click the Apps icon in the left-hand sidebar.
- Search for the desired app (e.g., Polls, Forms, SharePoint, Whiteboard).
- Click the app, then select Add or Open.
- Pin to a Channel or Tab if needed for easy access.

3. Key Apps Overview & Usage

A. Microsoft Polls

- Add via: Chat, Meeting, or Channel
- Use for: Quick feedback collection during meetings or conversations.
- Steps to Use:
- In a message box, click the "..." (More Options).
- Select Polls.
- Create a question and send to the group.

Best Practices:

- Use closed-ended questions for faster responses.
- Share poll results to boost engagement.

B. Microsoft Forms

- Add via: Tabs in Channels or Meetings
- Use for: Surveys, quizzes, and structured data collection.

- Steps to Use:
- Add Forms as a tab in a Channel or Meeting.
- Create a new form or link an existing one.
- Collect and view responses easily within Teams.

Best Practices:

- Clearly label each form by purpose or project.
- Enable notifications for new form submissions to stay updated.

C. SharePoint

- Add via: Tabs, Connectors, or Files
- Use for: Document management, resource sharing, and team site integration.
- Steps to Use:
- Add a Website tab and paste the SharePoint URL.
- Or go to Files > Add cloud storage and select SharePoint.

Best Practices:

- Organize files in clearly labeled folders.
- Set proper permissions for secure document sharing.
- Regularly archive outdated documents.

D. Microsoft Whiteboard

- Add via: Meeting or Channel Tab
- Use for: Collaborative brainstorming and visual ideation.
- Steps to Use:
- In a Meeting, select Share > Whiteboard.
- Or add Whiteboard as a Tab in a Channel for ongoing collaboration.

Best Practices:

- Use templates to structure collaboration.
- Export the Whiteboard after meetings for documentation.

4. Managing Apps in Microsoft Teams

- View Installed Apps: Click the "..." menu > Manage your apps.
- Remove or Reconfigure: Right-click on an app > choose Settings or Remove.

- **Adjust Permissions:** Use the Teams Admin Center for advanced configuration and access controls.

5. Best General Practices

- Limit the number of app tabs in each channel to avoid clutter.
- Educate your team on app usage and best practices.
- Periodically review app relevance and usage.
- Apply clear naming conventions for easy navigation.