



Microsoft Teams Collaboration Integration setup via Microsoft Power Automate Workflows

Microsoft Teams Collaboration Integration will you to automate messages sent to Teams channels through Power Automate workflows. This replaces the old connector support, ensuring smoother integration and better functionality for teams to collaborate. This guide will walk you through configuring the integration using Power Automate.

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Prerequisites

- Access to Microsoft Teams and Power Automate (formerly Microsoft Flow).
- Administrative access to Microsoft Teams channels.
- The ZIP file containing the pre-built workflow template (provided by Qooper).

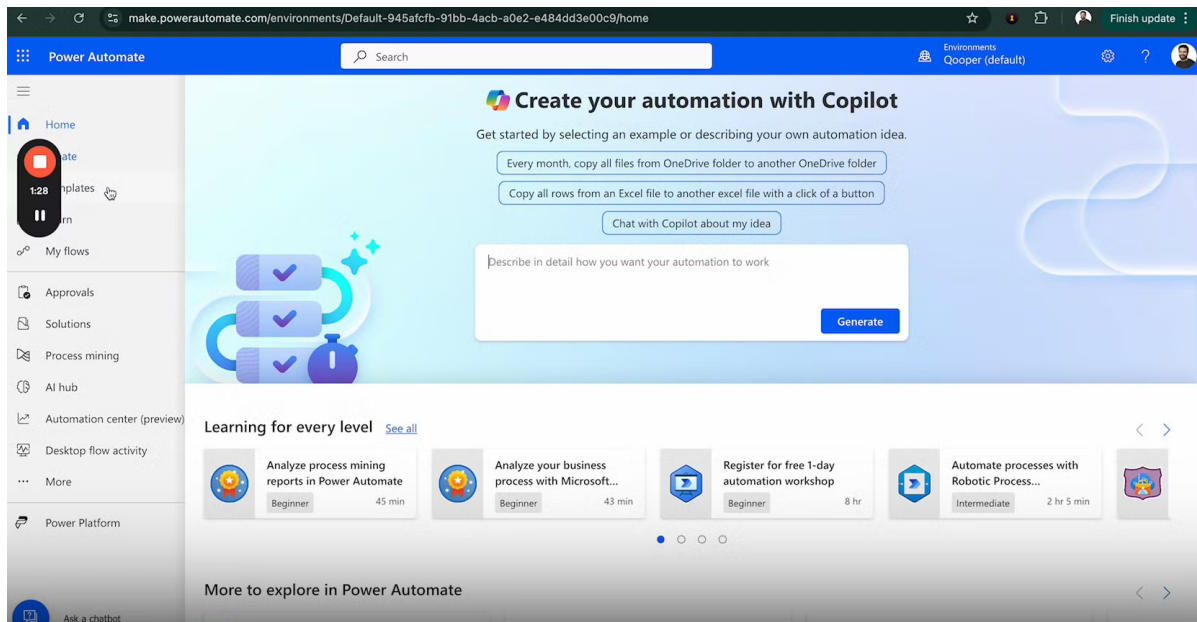
Download here:

https://drive.google.com/drive/folders/1i_aKPPQlu7nNJsfGxc4AeWzQ4zLKxjXJ?usp=sharing

Step-by-Step Guide

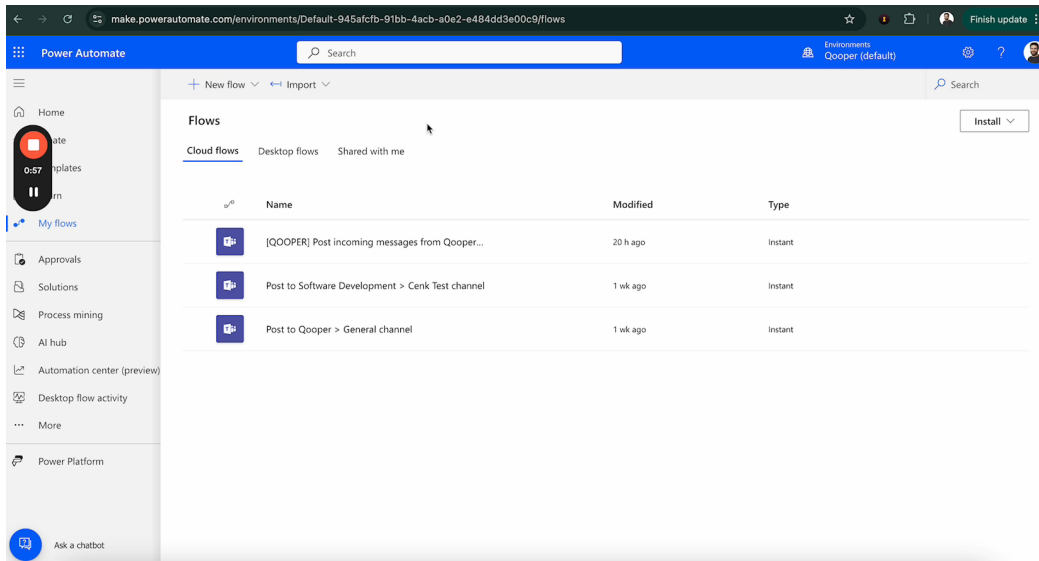
Step 1: Access Power Automate

1. Sign in to Power Apps.

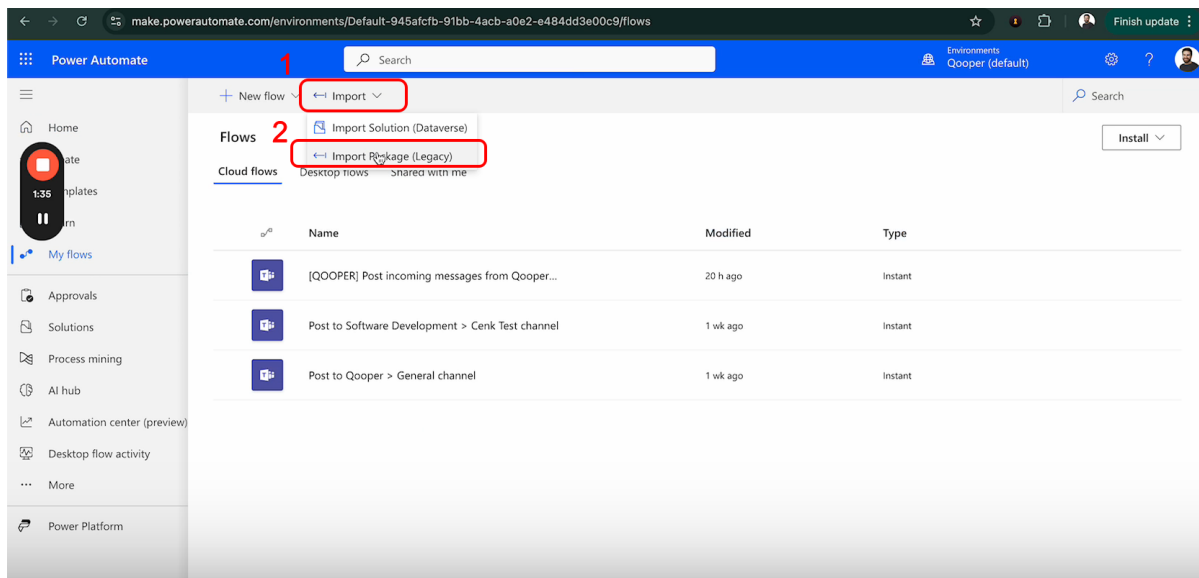


Step 2: Import the Workflow Template

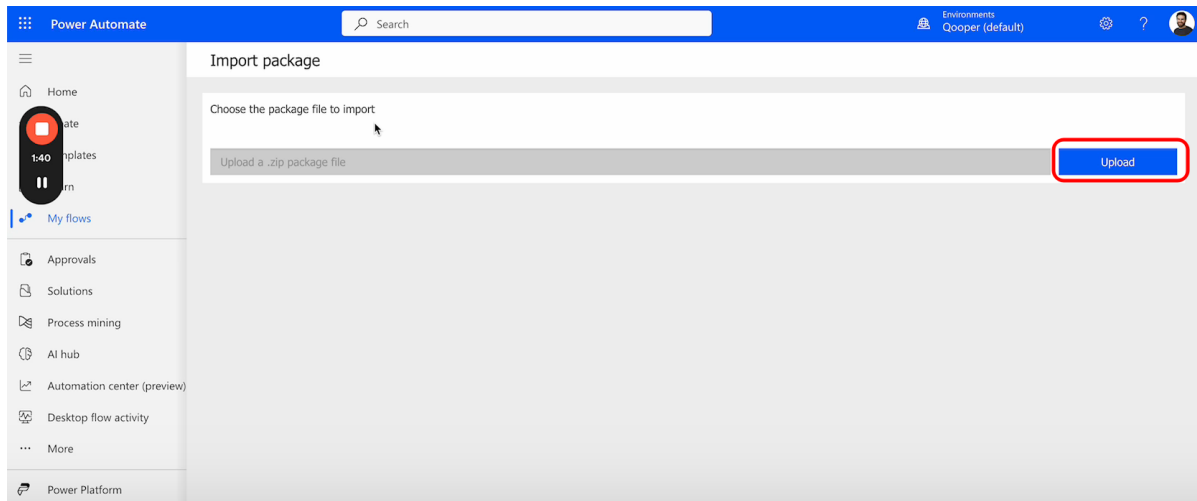
1. **Click on "My Flows"**: Once logged in, find the "My Flows" option in the sidebar menu.



2. **Select "Import"**: Look for the "Import" button in the top-right section of the screen and click on it. Then click on "Import Package (Legacy)".



3. **Upload the ZIP File**: Click "Import Package" and upload the ZIP file provided by Qooper. This file contains the pre-built template for configuring the integration.

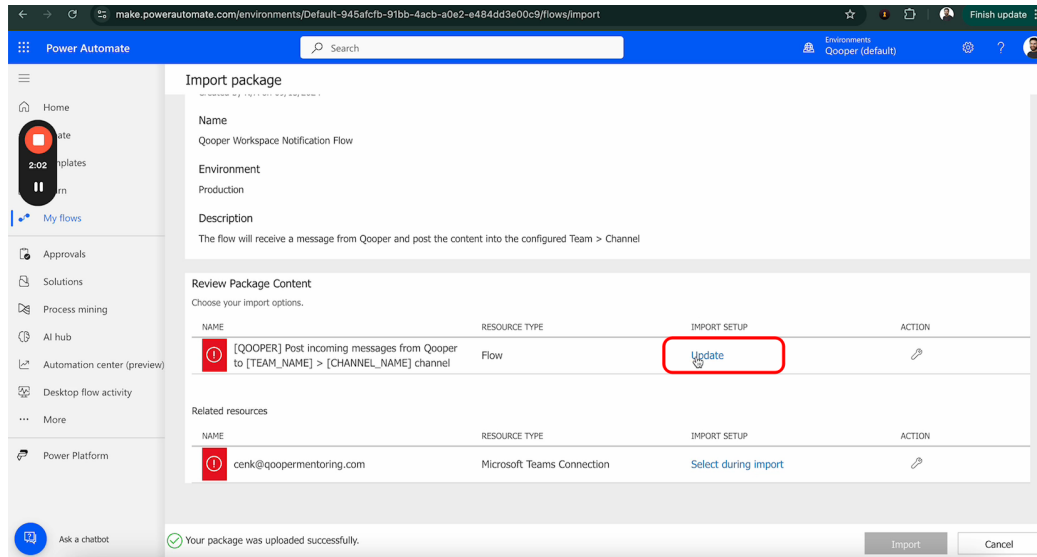


4. Select the **“QooperWorkspaceNotificationFlow” Zip File** and wait for the upload.

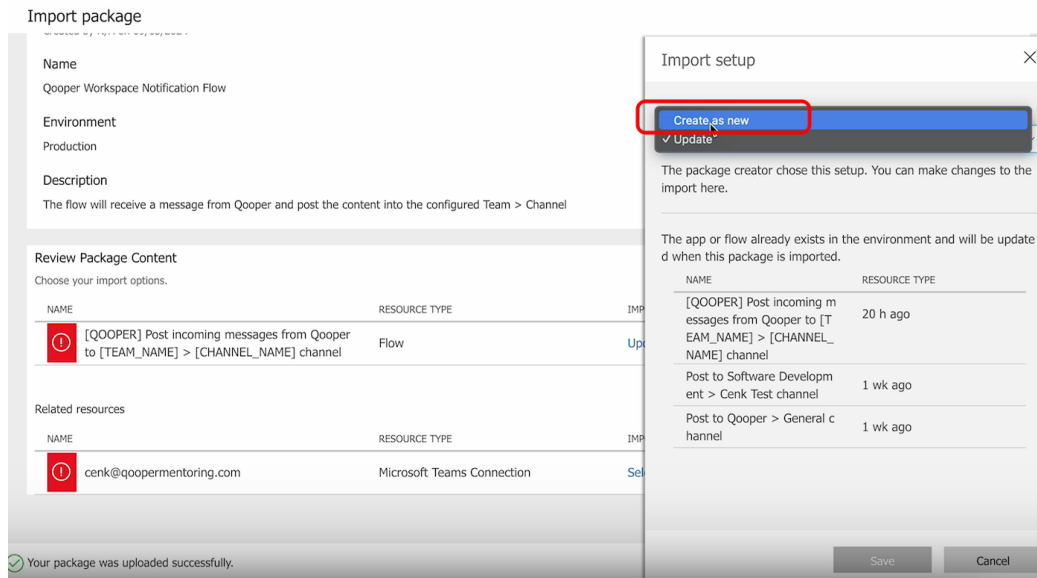


Step 3: Customization During Importing Workflow in Microsoft Power Automate

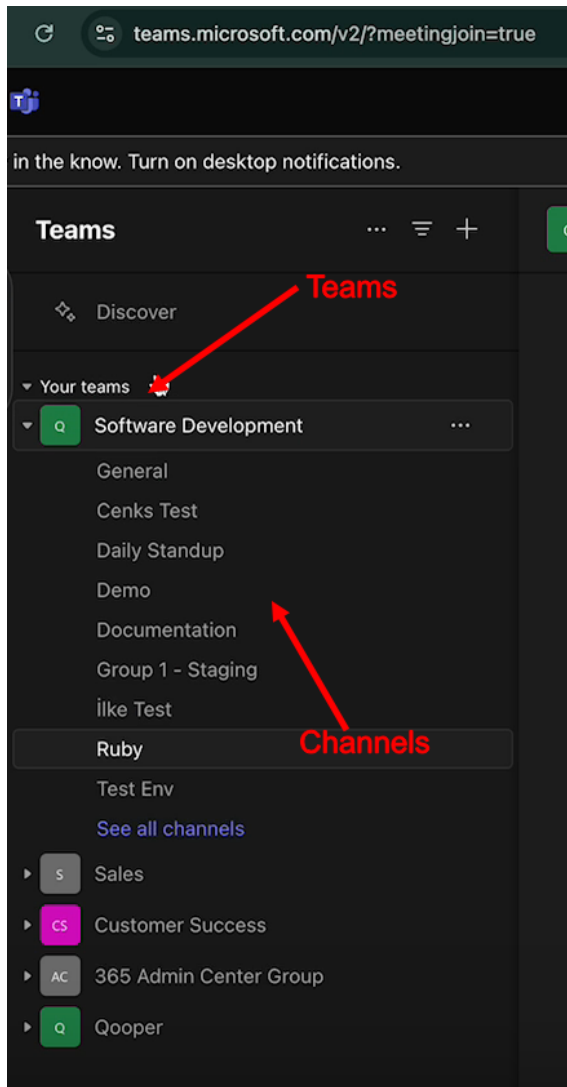
1. On the import screen, click on **“Update”**.



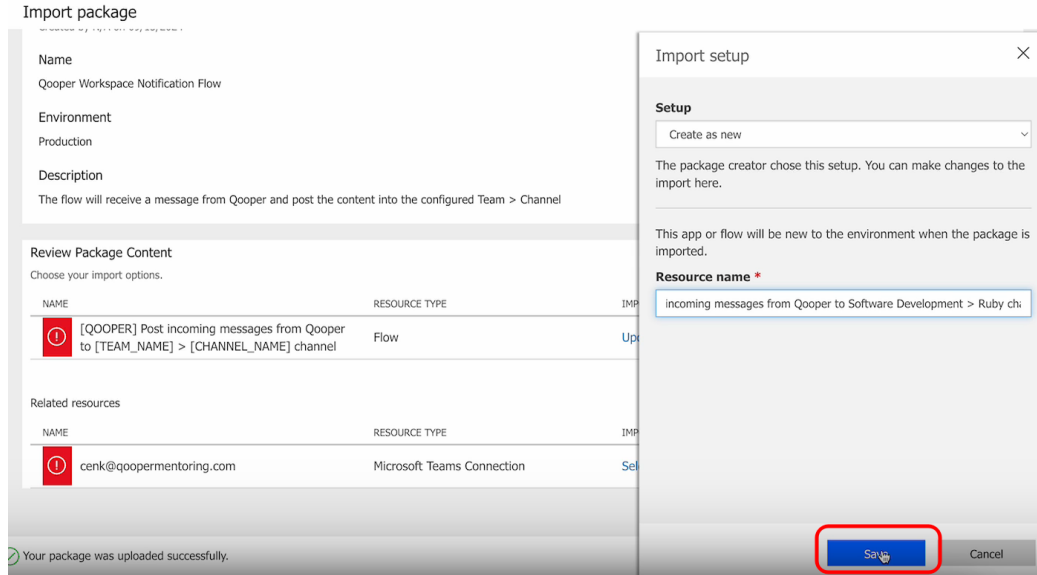
2. Ensure you select "Create as New" to generate a fresh workflow that won't interfere with any existing ones.



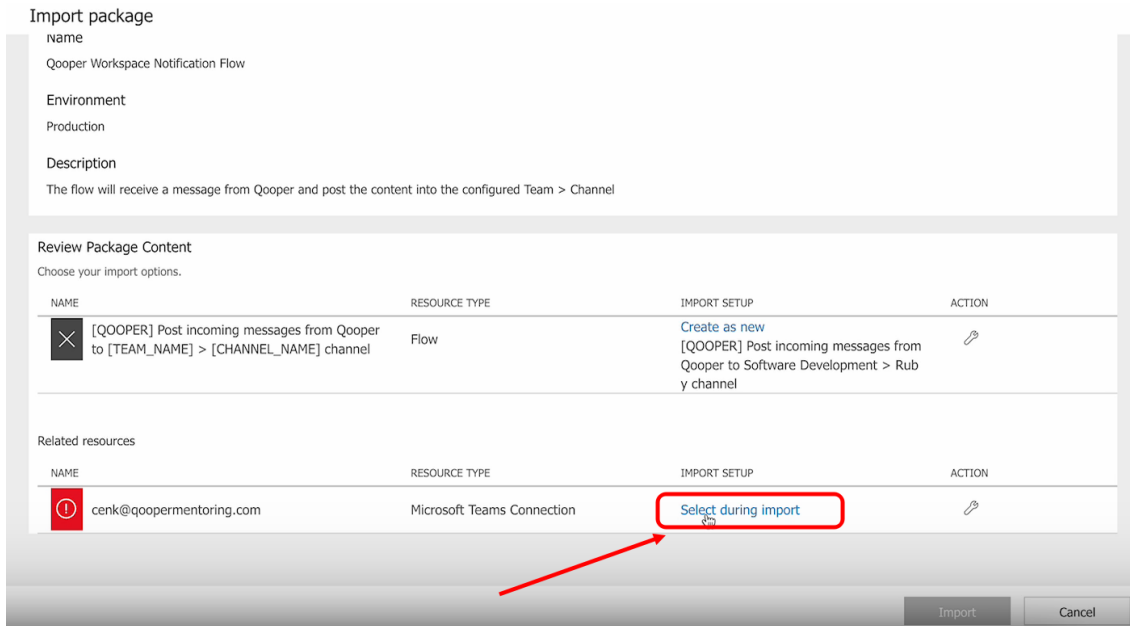
3. Qooper has provided pre-populated "Resource Name" field format "[**QOOPER**] **Post incoming messages from Qooper to [TEAM_NAME] > [CHANNEL_NAME] channel**". Under the "Channel Name" field, type in the correct Microsoft Teams channel. For example, if your channel is "Project Updates," replace the default with that name.



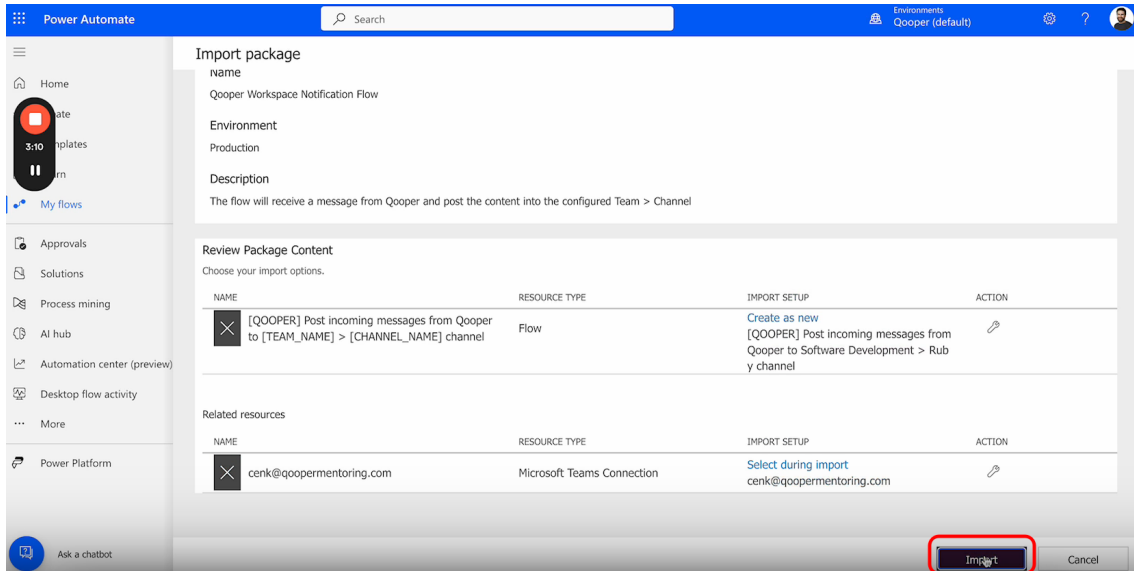
4. Then Click "Save"



5. Under Related resources section click on "Select during import" and choose your account name.

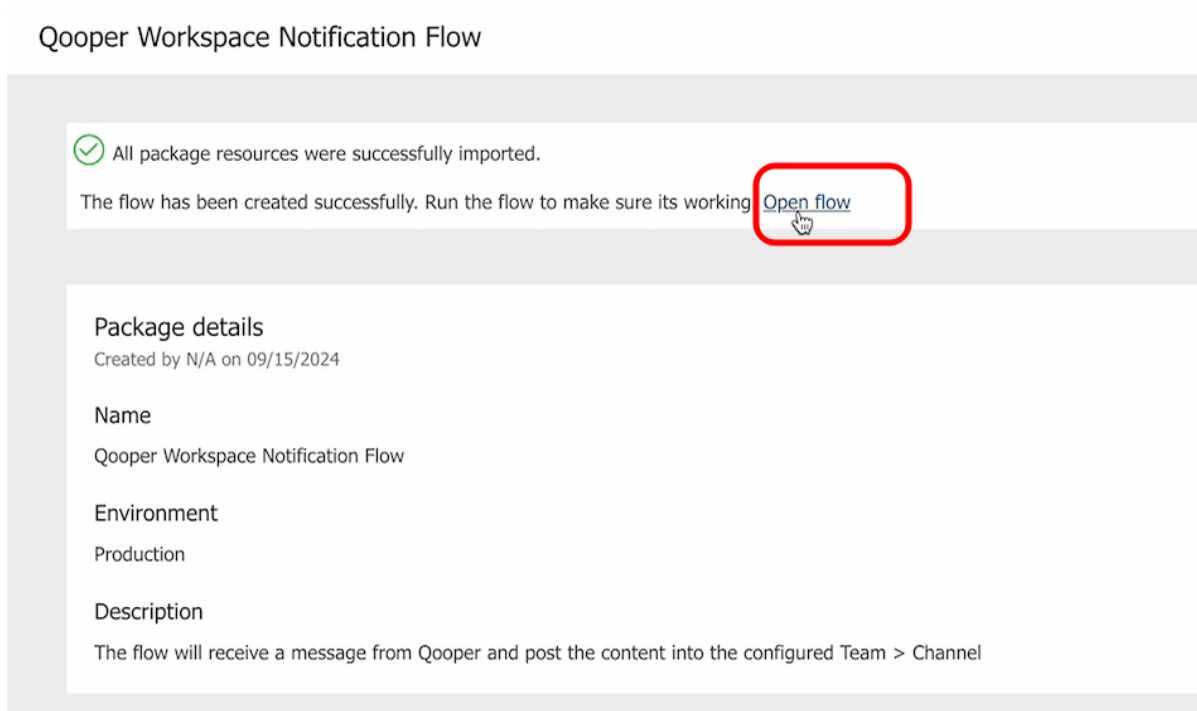


6. Click on "Import"

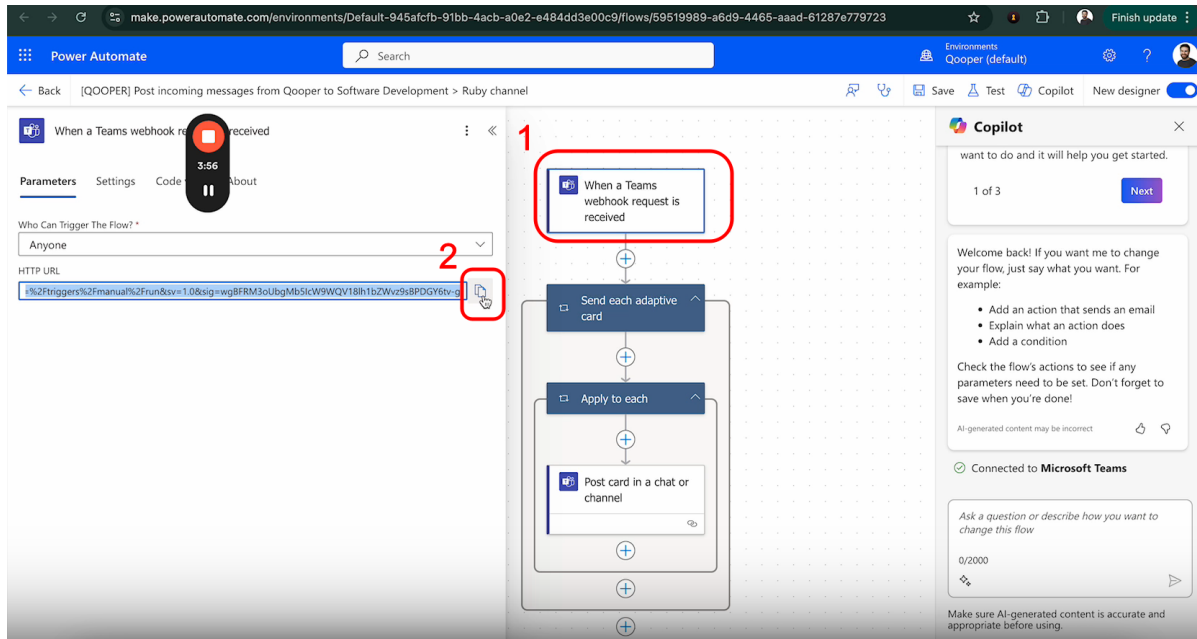


Step 4: Configure the Webhook URL in Qooper

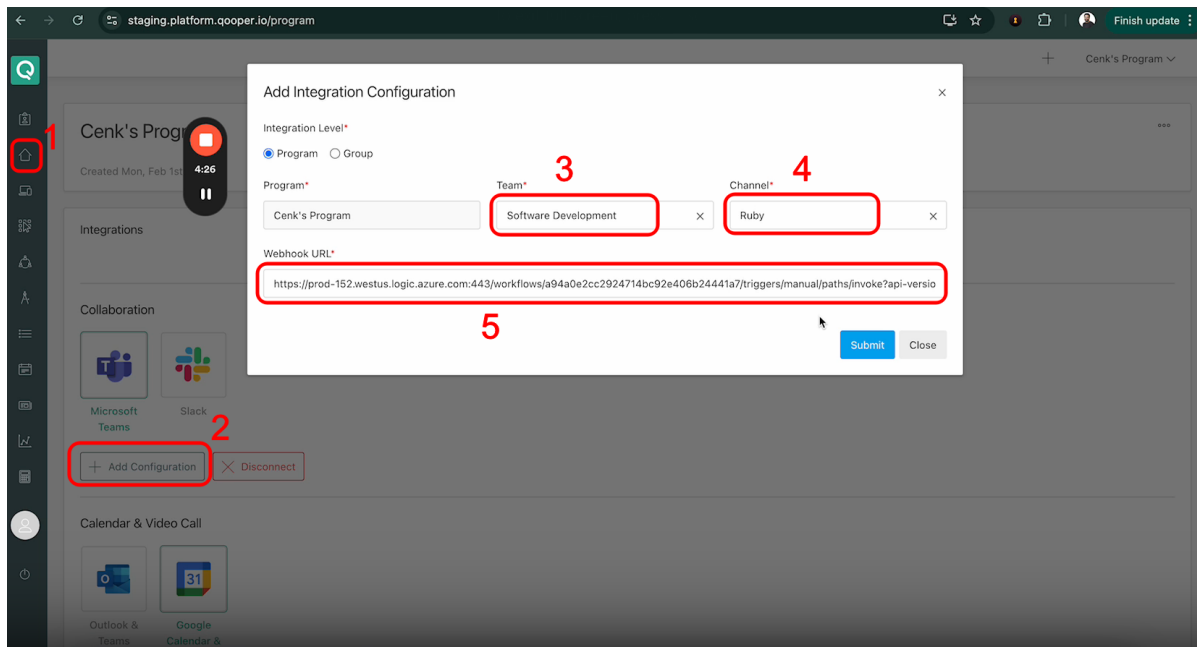
1. Once imported, open the newly created flow and locate the first step. This is where you'll find the webhook URL.



2. Select the first step in the flow and copy the Webhook URL.



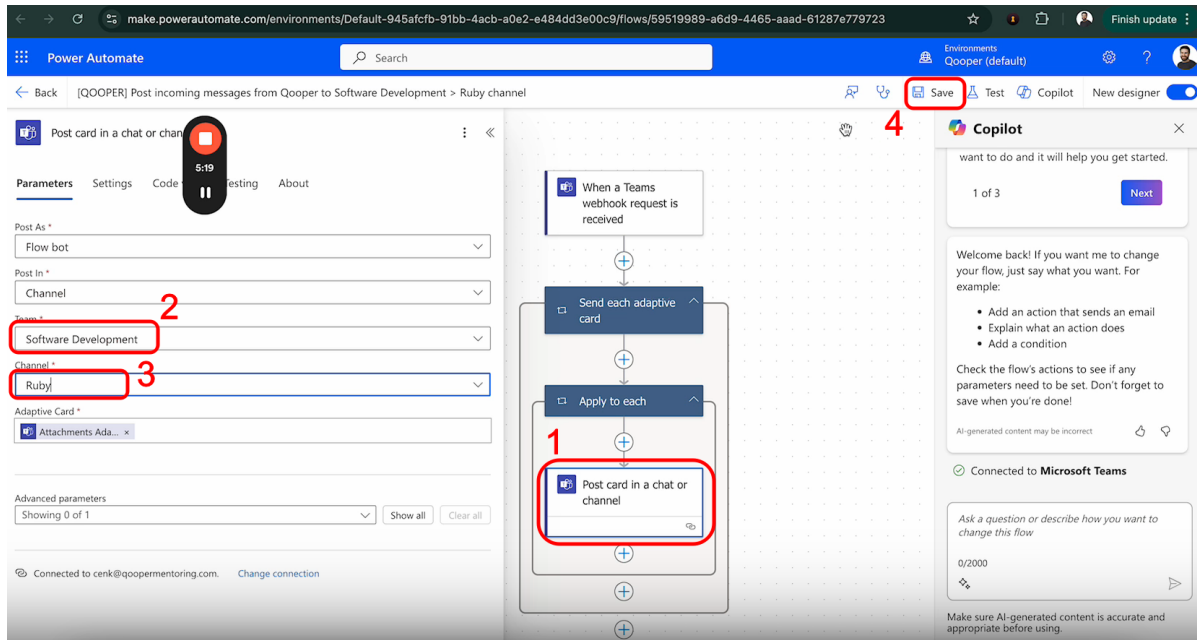
3. **Go to Qooper Admin Portal:** Navigate to Programs and click on "Add Configuration" under Microsoft Teams app.
4. **Paste the Webhook URL to Qooper:** Paste the copied URL into the webhook section and associate it with the correct team and channel and then Submit.



Step 5: Configure the Team and Channel that will receive the notifications in Workflow

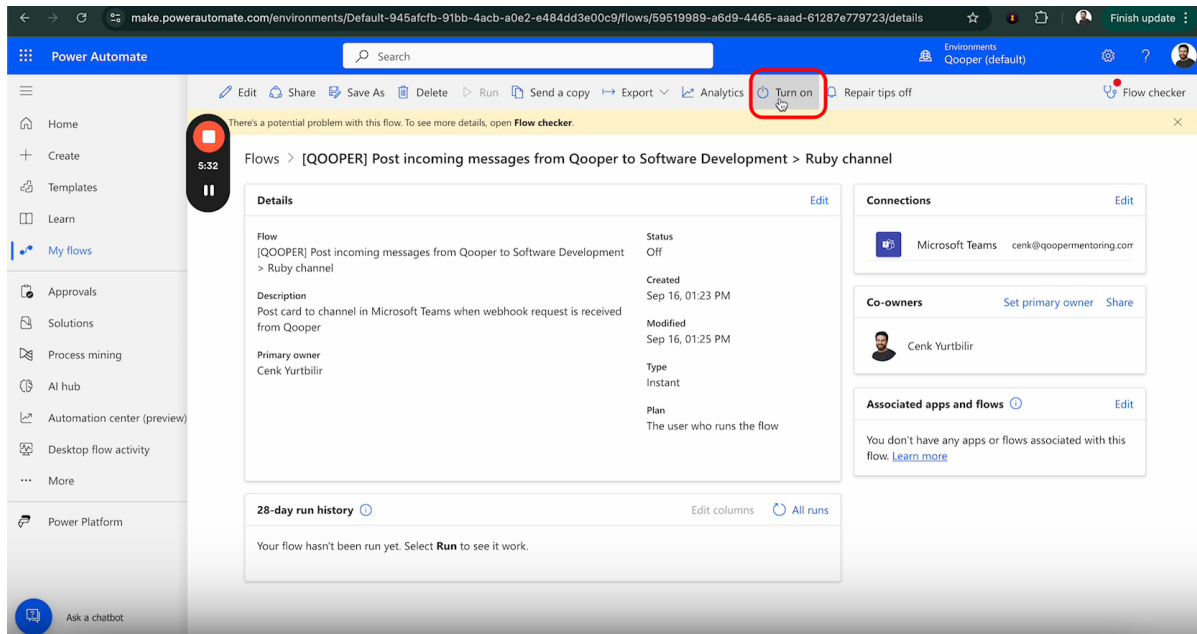
1. Go to the last step of the workflow in Power Automate. Select the correct team and channel by searching for their names and applying them.

Save the Workflow: Once all fields are correctly configured, click "Save."



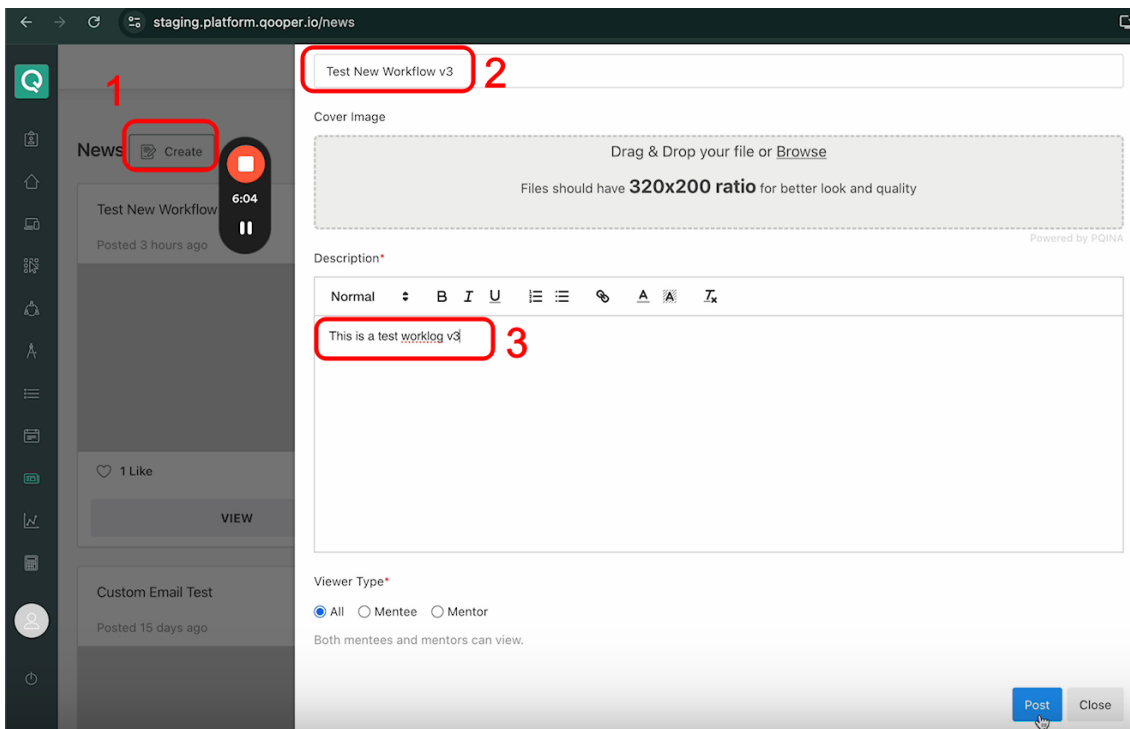
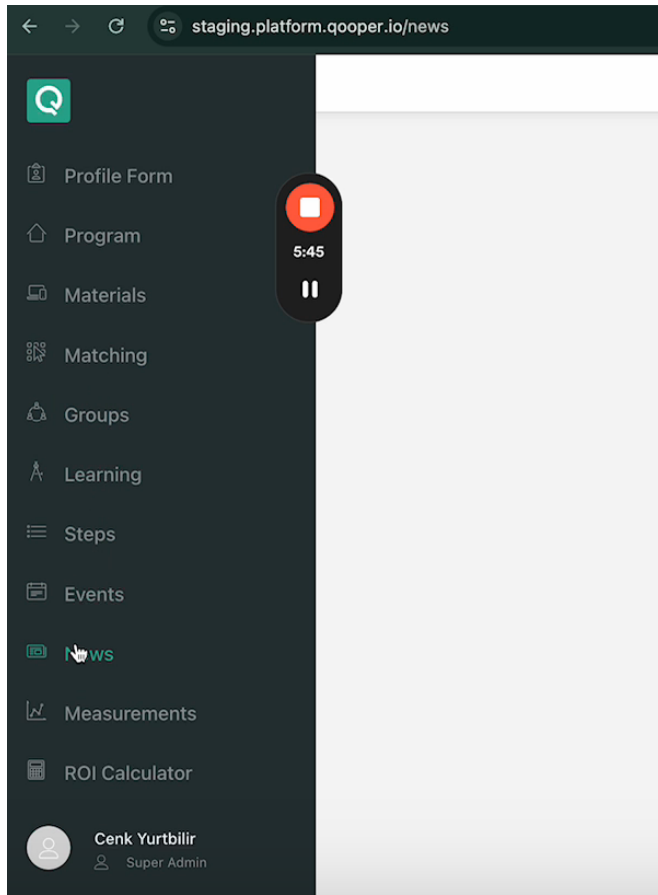
Step 6: Activate the Workflow

1. **Turn on the Workflow:** Once everything is configured click "Turn on".

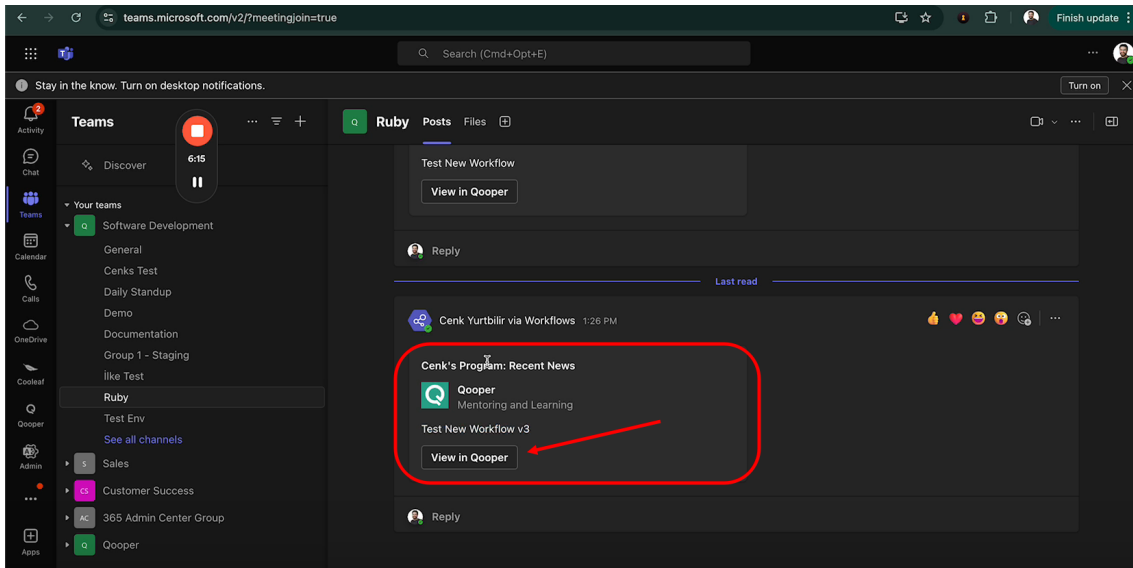


Step 7: Test the Workflow

1. **Send a Test Notification:** Go to News on Qooper Admin Dashboard to create a test post within Qooper.



2. **Check the Teams Channel:** Go to the specified channel in Microsoft Teams to verify that the message appears as expected.



Qooper Support

Reach

integrations@qooper.io if you need any further assistance.