



# MS Teams Integration Teams Administrator Setup

**For Community Software Version 5.0+**

Revision 1.1

January 2023

3400 Waterview Parkway, Suite 101  
Richardson, Texas 75080

phone 877-668-6870  
web [CommunityWFM.com](https://CommunityWFM.com)

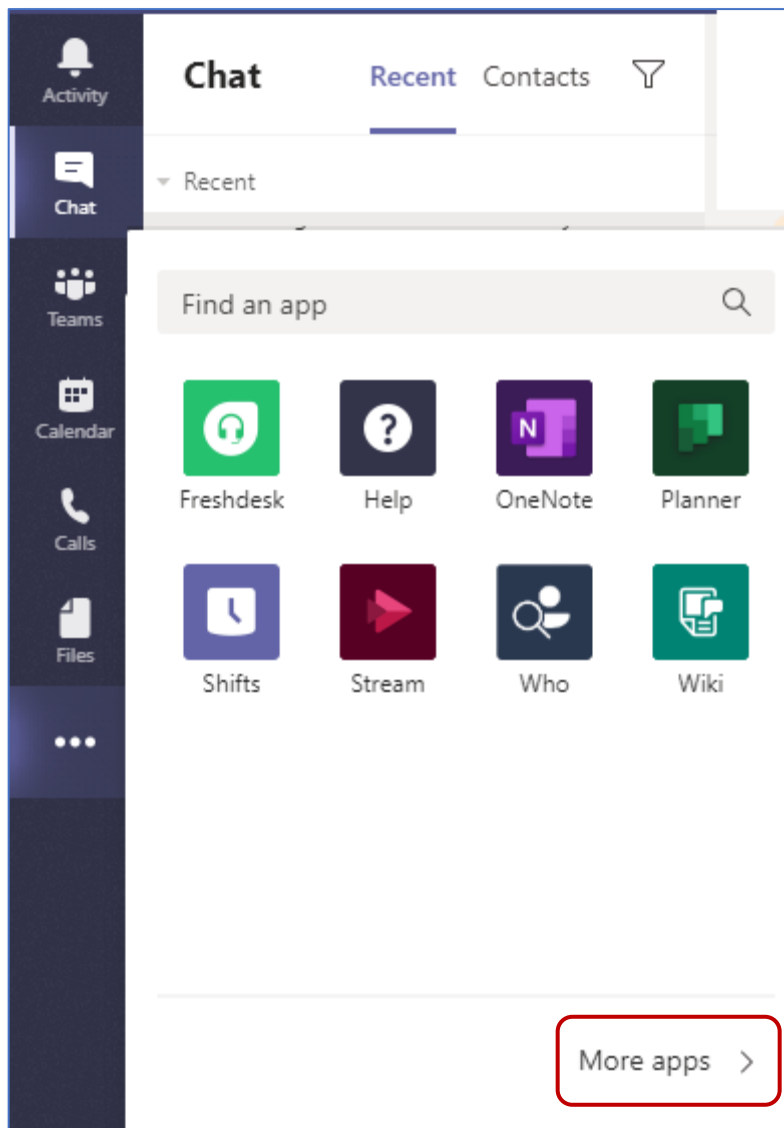
## About this document

The document provides instructions for the Teams administrator to add the CommunityBot.

To complete this process, you need access to the manifest.zip file downloaded during the CommunityWFM\_Administrator Server setup. Contact your CommunityWFM project manager for access.

## Teams Administrator: CommunityBot Setup

1. Log into Teams as an administrator
2. On the left-hand tool bar, click on the ellipses ... to launch the *Apps* menu.
3. Click *More apps* at the bottom.



4. Select *Upload a custom app* and then choose *Upload for my org*.
5. Navigate to the manifest.zip file then click *Open*.
6. This will add the CommunityBot app to the company and allow installation by users.

