

Install the module

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The installation and configuration of the module should take no longer than 5 minutes. Follow these simple steps:

1. Extract the module archive which you downloaded from the client area.
2. Upload the module to your Blesta installation.
3. Go to the Blesta Admin backend, click on **Settings Messengers Available Microsoft Teams** and activate the messenger.

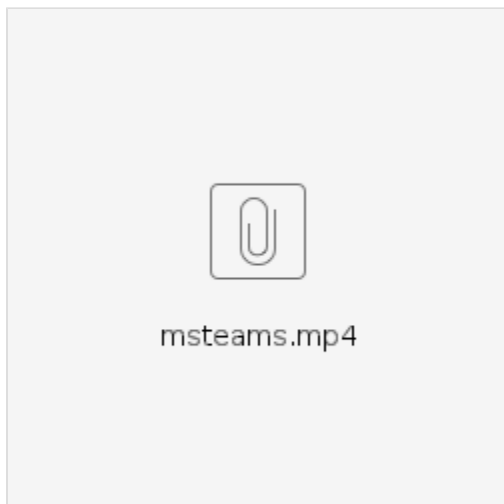
Afterwards click on "Manage" and insert your license key and the webhook URL of Microsoft Teams.

Create a Microsoft Teams Webhook

To use the module, you need to create a new Incoming Webhook:

- Open the App Store at teams.microsoft.com
- Search for "**Incoming Webhook**"
- Select a Team and click on "**Install**"
- Select a channel and click on "**Set Up**"
- On the next step, provide a name and click on "**Create**"
- Save the URL and copy it into the notification module at Blesta

The steps are demonstrated in following video:



Configure Blesta

In order for Blesta to send the messages via the new messenger, you need to select Microsoft Teams at the "Messenger Configuration" page:

CompanySystem

General

Localization
Internationalization
Encryption
Contact Types
Marketing
Smart Search
Human Verification

Look and Feel

Themes
Template
Layout
Customize
Navigation
Actions

Automation

Billing/Payment

Invoice and Charge Options
Invoice Customization
Invoice Delivery
Late Fees
Accepted Payment Types
Notices
Coupons

Modules

Messengers

Messengers
Messenger Configuration
Message Templates

Payment Gateways

Messenger Configuration

Message Type

SMS

Messenger

Twilio

Update Settings