

# Install the module

## Install the module

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.

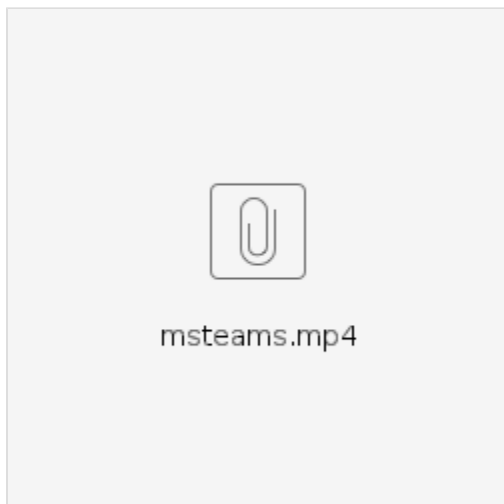
Afterwards click on "Manage" and insert your license key and the webhook URL of Microsoft Teams.

## 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](https://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