

Create Approvals

What is Approvals

Approvals in Microsoft Teams is a way to streamline all of your requests and processes with your team or partners. You'll be able to create new approvals, view the ones sent your way, and see all of your previous approvals in one place.

- **Approvals hub** - This is where you'll see all of your approvals that you've sent or received, including the ones that are already complete. Approvals show up across all of your systems, including Power Automate, SharePoint, and Microsoft Dynamics 365.
- **Approvals from chat** - It's easy to send an approval right from your Teams conversation. Set it up from the compose box, then see the approvals card in your chat. Note that only people in the conversation can be added as approvers.
- **Approvals card** - The card gives a real-time summary of the approval's status. See who's responded, and who still needs a little more time.
- **Basic approval** - A basic approval is what you'll typically use when you start from the hub or a chat. All approvals are stored in the Common Data Service, where only people on the approval and a tenant admin can access them.
- **Workflow approval** - When you create an approval through Power Automate, it'll appear in your list of approvals in the app. This is considered a workflow approval, as you can create a new flow and select a trigger such as a system driven event from one of the 350+ connectors provided, or your own LOB connector.
- **Notifications** - Customize your notification settings in the Notifications page within Teams.
- **Endless options** - Whether you need an approval to file an expense report, give a discount to a customer, or request time off, use Approvals to get it all done within Teams.

Click to watch the “What is Approvals?” video.

Create an approval

To create an approval from the Approvals hub:

1. Open the Approvals app in Microsoft Teams.
2. Select **New approval request**.
3. Fill in the name of the request, who needs to approve it, any additional info, and add an attachment if needed.
4. Select **Send**. You’ll be able to view the request later by selecting **Sent** in the hub.

Note: Approvals you create through Power Automate will appear in the hub, too.

Click to watch the “Create an approval” video.



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Create an approval from a chat

To create an approval from a Teams chat:

1. Make sure you have Approvals installed in Microsoft Teams.
2. From the chat window, select (…) **More options**, then select **Approvals** from the listed apps.
3. Fill in the name of the request, who needs to approve it, any additional info, and add an attachment if needed.
4. If there's more than one approver, you can select **All must approve** if you want.
5. Select **Send**. You'll be able to view the request in the chat, or in the Approvals app hub.

Note: When you create an approval from a Teams chat, you can only add approvers that are already in the chat.

Click to watch the "Create an approval from a chat" video.

For more information, please refer to the Microsoft training resource page HERE