## **Engage: Microsoft Teams Integration**

To enable an integration between your Microsoft Teams and Living Security, your organization must follow the below steps.

## ? How-to

- Login as a Customer Admin
- Navigate to the "<u>Account</u>" settings tab
  - You will see the new "Integrations" section at the bottom.
- Toggle the switcher, the status will change to "Pending".

Pending indicates that the integration is ready on the Living Security side and is waiting for someone to install the application on the Microsoft Teams side.

Clicking on the App Store link will lead you to the app within Microsoft Teams to install the app

- After the app is installed, they will receive a confirmation message from us.
- The next time you navigate to the Company's Account settings, the integration will now show as "Enabled".

<sup>1</sup> Turning the integration off will mark it as disabled in our database, but since we already have their company's Microsoft Teams settings saved, toggling it back on goes directly to "Enabled" and skips the "Pending" state.