

Add Enable 365 Templates as a tab in Microsoft Teams

Go to your team, open the desired channel and click on + to add a new tab.

If Templates is not visible, you can search for it.

Click on "Template Selector" and select "Add"

Legg til en fane

Gjør favorittappene og -filene dine til faner øverst i kanalen [Flere apper](#)

Søk

Nylig



Malvelger



Tasks levert
av Planner...



Lists



Nettsted



SharePoint



Fellesskap



OneNote



Malvelger

Helse Midt-Norge

Legg til

Om

Mer fra organisasjonen

Tillatelser

Malvelger

Malvelger

Faner

Bruk i en fane øverst i en chat eller kanal

Opprettet av: SPFx + Teams Dev

Versjon 0.1

Select "Save".

As the owner, can choose whether you want "Publish to channel" to be checked or not. If it is checked, a new message is created under posts that notifies you that you have added something

new.



Om ×



Publiser til kanalen om denne fanen

Tilbake

Lagre

Now the template selector is ready for use. It is possible to point to a different source for templates than the central template library, but it is recommended to leave the default choice!

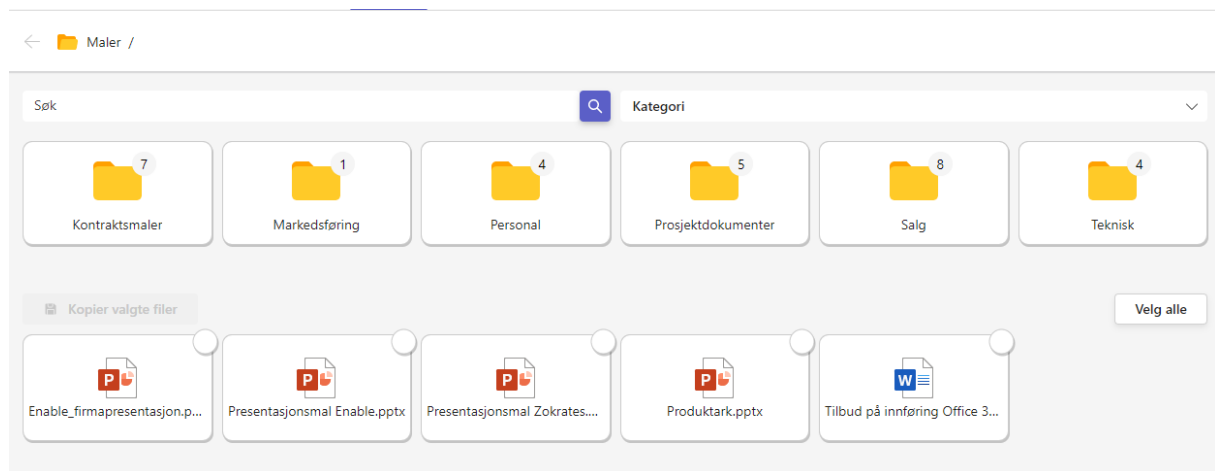
How to use the Template Selector in Teams?

To ensure the use of approved and updated templates in M365, you can have a central template library with templates that are maintained regularly.

There is currently no good way to distribute central templates in Teams. Therefore, the "Template Selector" app is offered, which will make it easier to create a local document based on a template from the official template library.

Open Templates

When you click on Templates, you will see a folder structure with all the official templates that you have access to use. The templates that are available are in the left part of the picture and can now be copied into "Files" in your team.

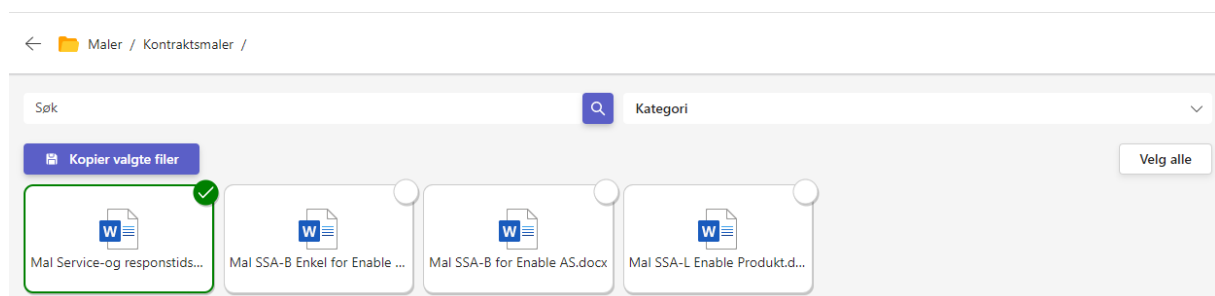


Select template(s)

Click on the folder you want to retrieve templates from and then on the desired template. You can repeat and retrieve several templates at the same time if you wish.

Copy and rename

Click on "Copy selected files"



- In the next window, you can give them a new name and choose the target folder for the files.



Click on "Copy to target folder"

The files are ready for use

In the picture below you can see the files that were copied in with the new names you chose.

Internal

Generelt Innlegg Filer Malvelger +			
+ Ny Last opp Synkroniser Kopier kobling Last ned Legg til skylagring			
Dokumenter > General			
	Navn	Endret	Endret av
	! Kvartalsrapport.xlsx	For noen sekunder ...	Heidi Fridén
	! Notat fra møtet.docx	for 3 timer siden	Heidi Fridén