

# Microsoft Approvals App – Sample Course Outline

Duration: One Day

Approvals in Microsoft Teams is a way to streamline 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 your previous approvals in one place.

## What will be covered?

- ✓ The benefits of Approvals
- ✓ Setting up the app
- ✓ Working with approval requests
- ✓ Customisation
- ✓ Compliance and reporting

## Features covered

### Introduction to Microsoft Approvals App

- Overview of the Approvals app
- Key features and benefits
- Integration with Microsoft Teams

### Setting Up the Approvals App

- Installing the Approvals app in Teams
- Configuring permissions and roles
- Connecting to Power Automate and other services

### Creating and Managing Approval Requests

- Creating approval requests from Teams
- Using templates for common approval scenarios
- Tracking and managing approval requests

### Advanced Features and Customization

- Customizing approval workflows
- Using Power Automate for advanced automation
- Integrating with other Microsoft 365 services

### Compliance and Reporting

- Ensuring compliance and accountability
- Generating reports and tracking approval history
- Data retention and management

### Hands-On Practice and Q&A

- Practical exercises and real-world scenarios
- Q&A session to address specific questions