

Schedules for Microsoft Teams

Comprehensive Guide to the setup and all features

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App Version: 1.7.x

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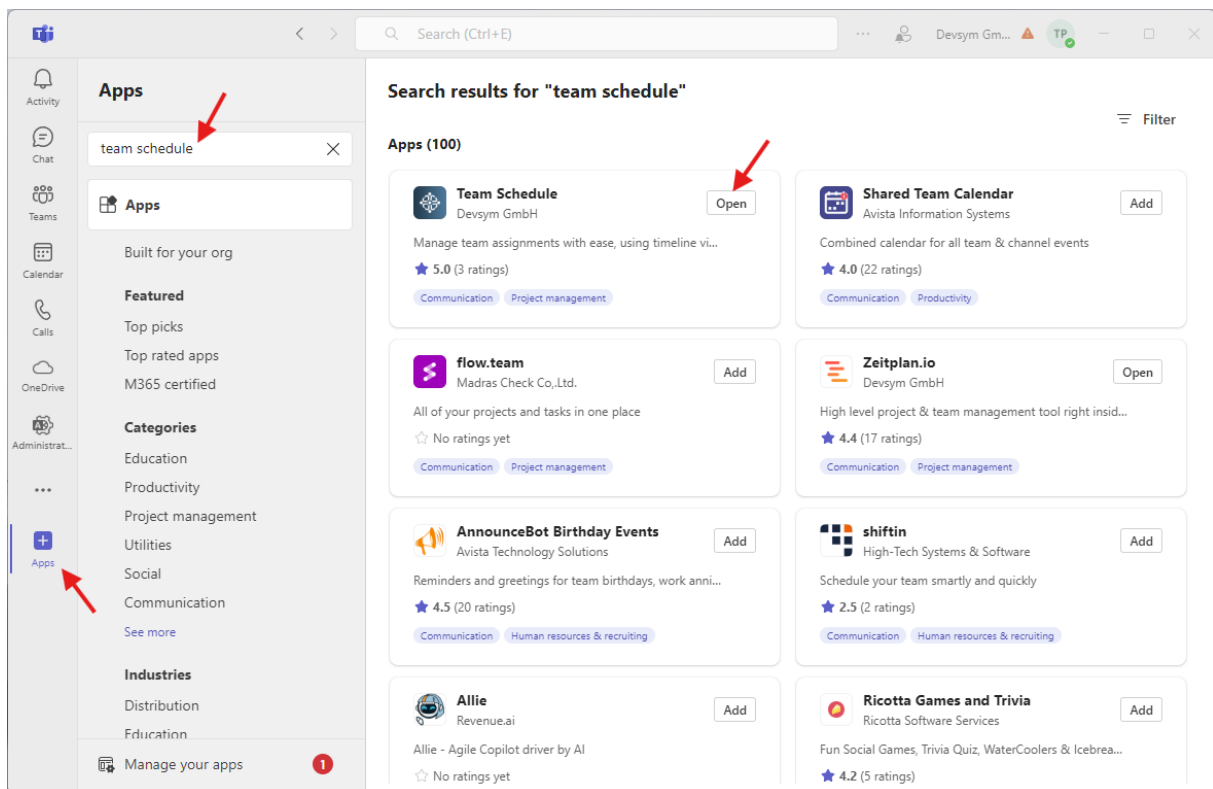
Introduction

Schedules is a versatile app for Microsoft Teams, Outlook & Microsoft 365 designed to simplify appointment management and team scheduling. With seamless integration into your company's directory via Microsoft Graph, you can easily select team members for assignments.

Getting Started

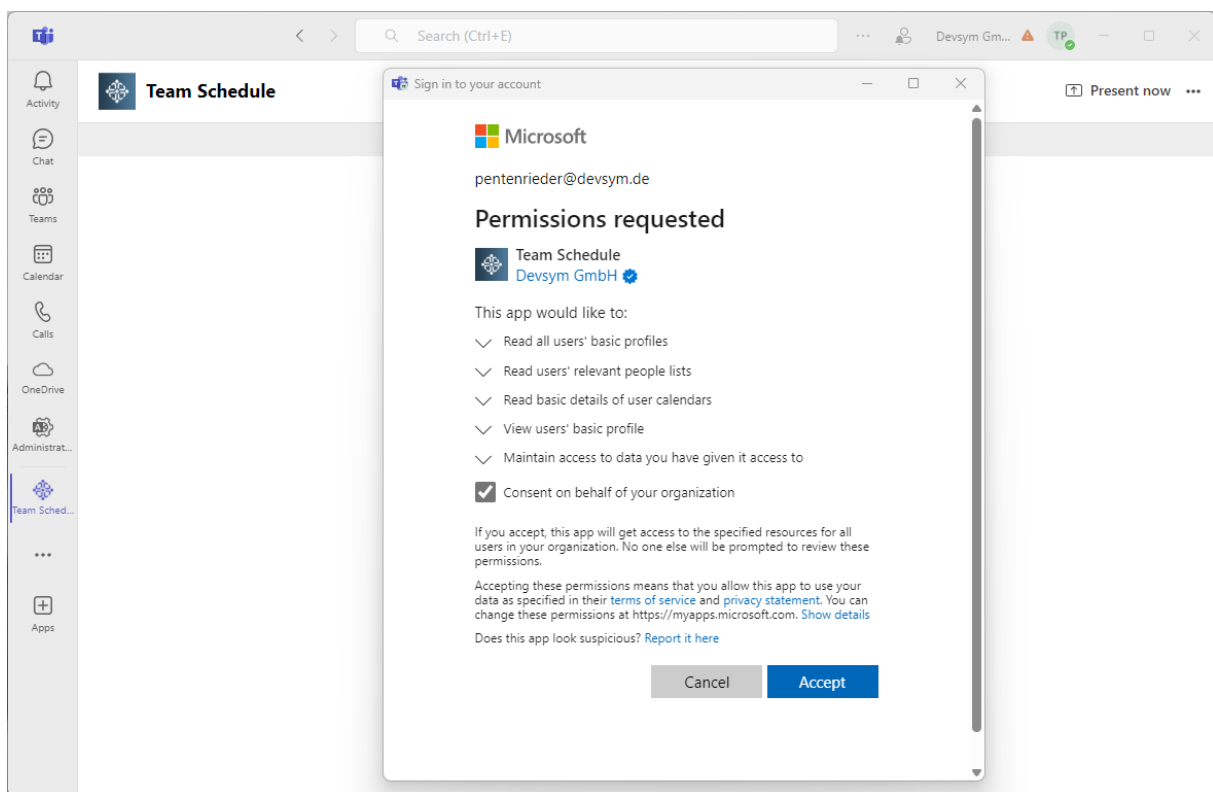
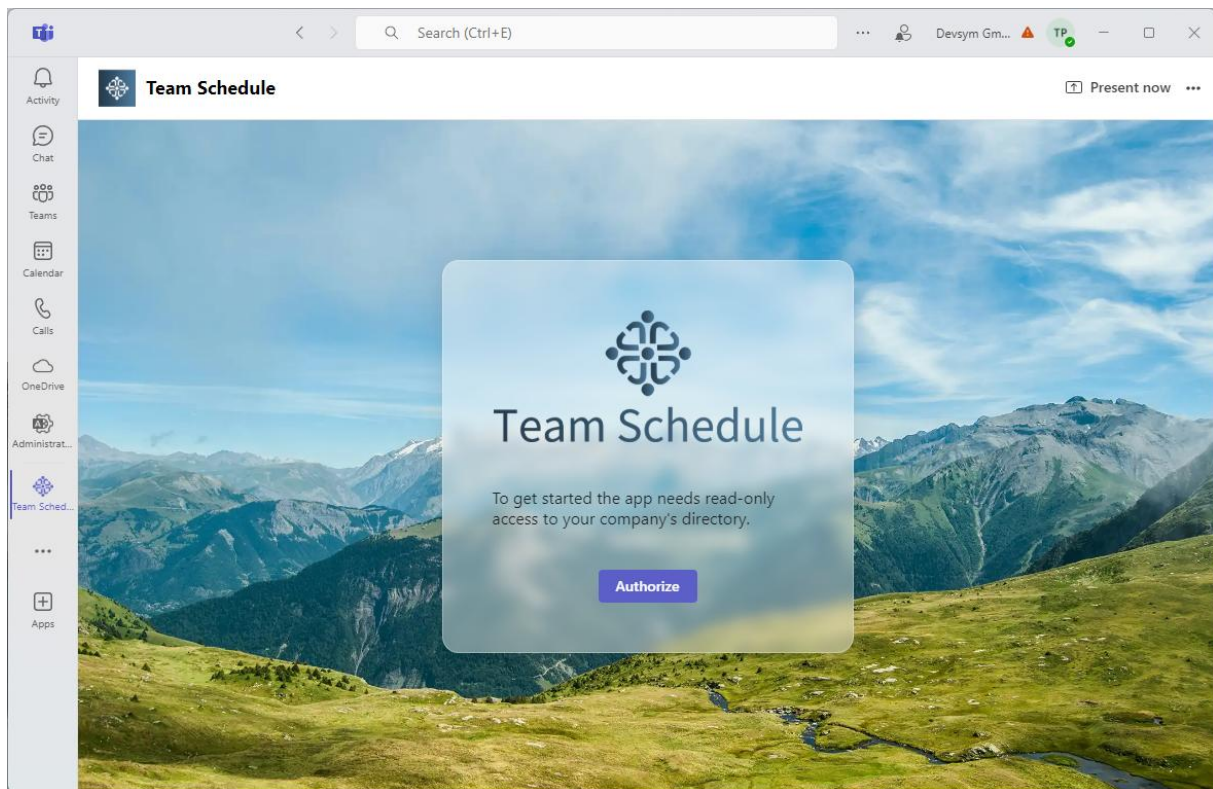
Installation & Logging In

To install Schedules in your Microsoft Teams client, go to **Apps** and search for **Schedules** and then click the **add** or **open** button.



You can then decide to open the app directly or to add it as a tab to a channel. In both cases you will see the same schedule.

At the first launch, you will need to sign in with your company account and give the app permission to read certain information from your company's directory.



If you are the first person in your company to install the app, you will automatically get the admin role that give you full control over the app.

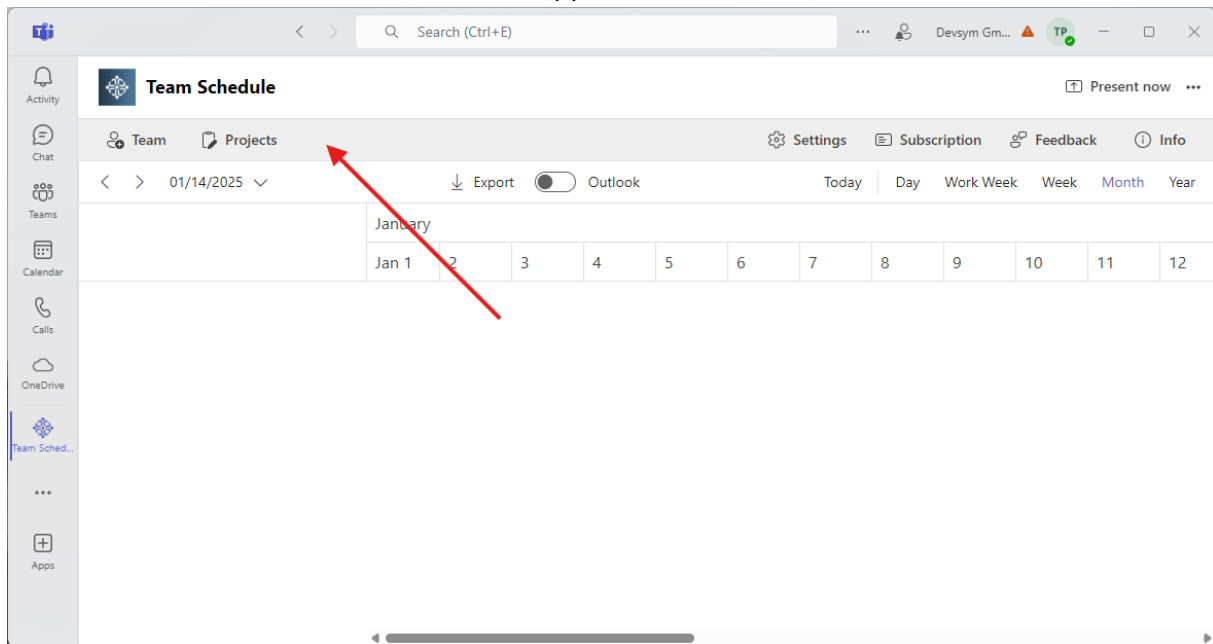
Schedule Overview

Upon logging in, you will be directed to the schedule view. This is your central hub for accessing all of Schedules' features. Here is a detailed overview:

Navigation Bar

Located at the top, it provides quick access to different sections for customizing the experience, such as Teams, Projects, and Settings.

Here you can also find details regarding your subscription, provide feedback to the development team and find more information about the app.



Calendar

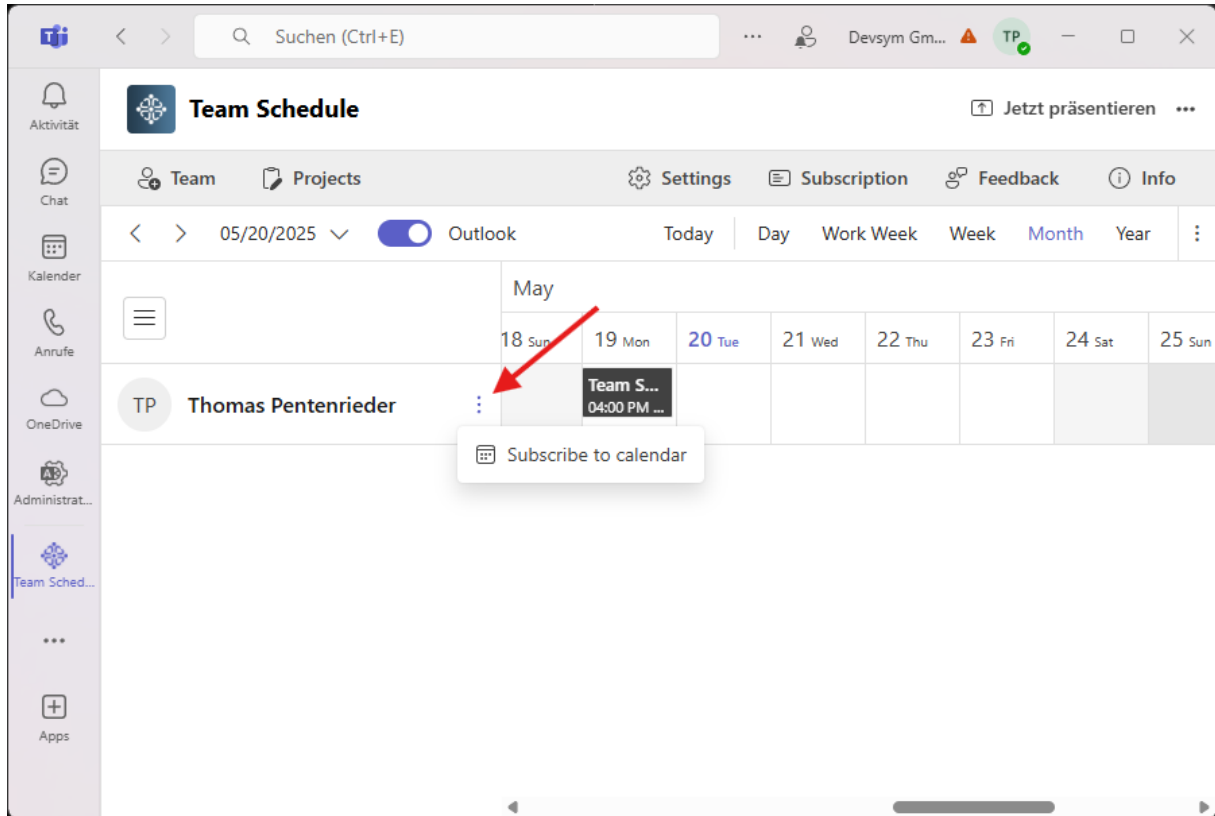
The main section of the schedule view displays your team's schedule in a calendar format. You can switch between daily, weekly, and monthly and yearly views.

- **Export:** will export all currently loaded events with assigned team members and projects as an Excel (.xlsx) document
- **Outlook:** show appointments from the team's outlook calendar.
Enabling this will increase load times significantly

Calendar subscription (ICS)

You can subscribe to a user's schedule in Outlook or other calendar apps through an ICS feed. Click on the 3-dots menu next to the name and then "Subscribe to calendar". A new dialog with the calendar URL will open up.

You can add this to URL then for example to [Outlook](#), [Google Calendar](#) or [iCloud](#).

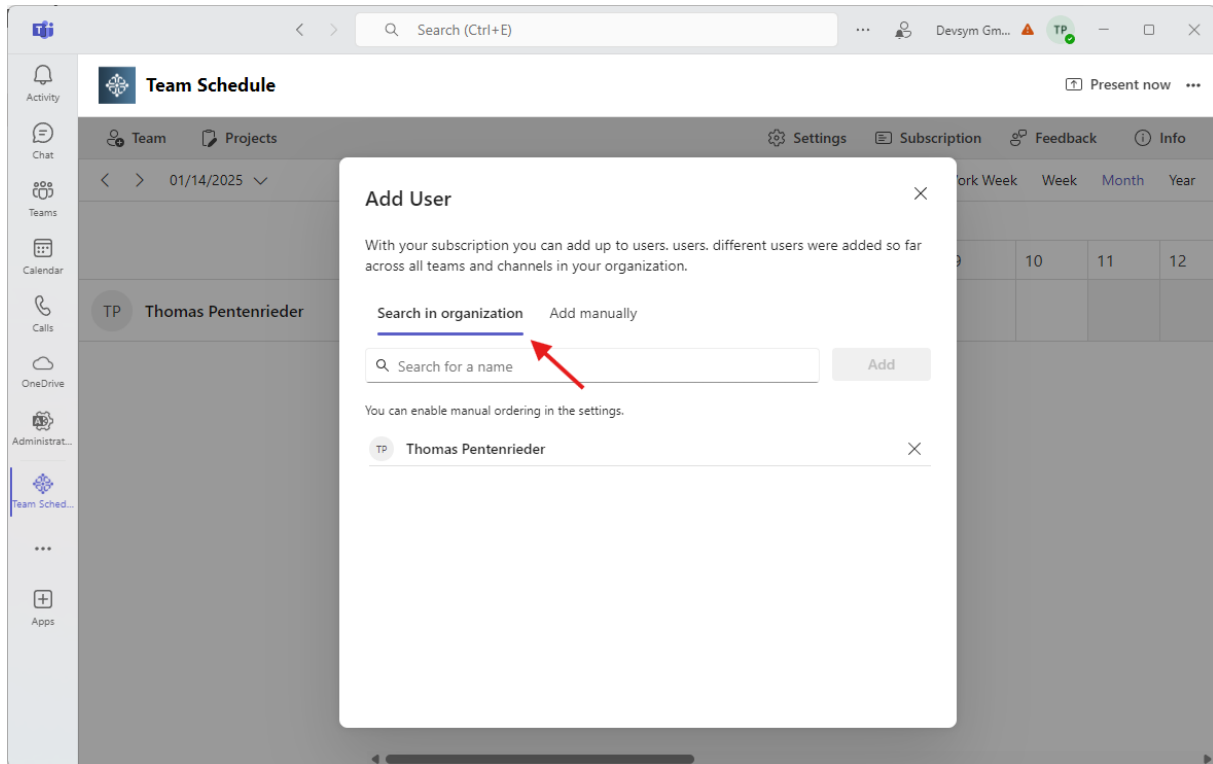


Team Management

Adding Team Members

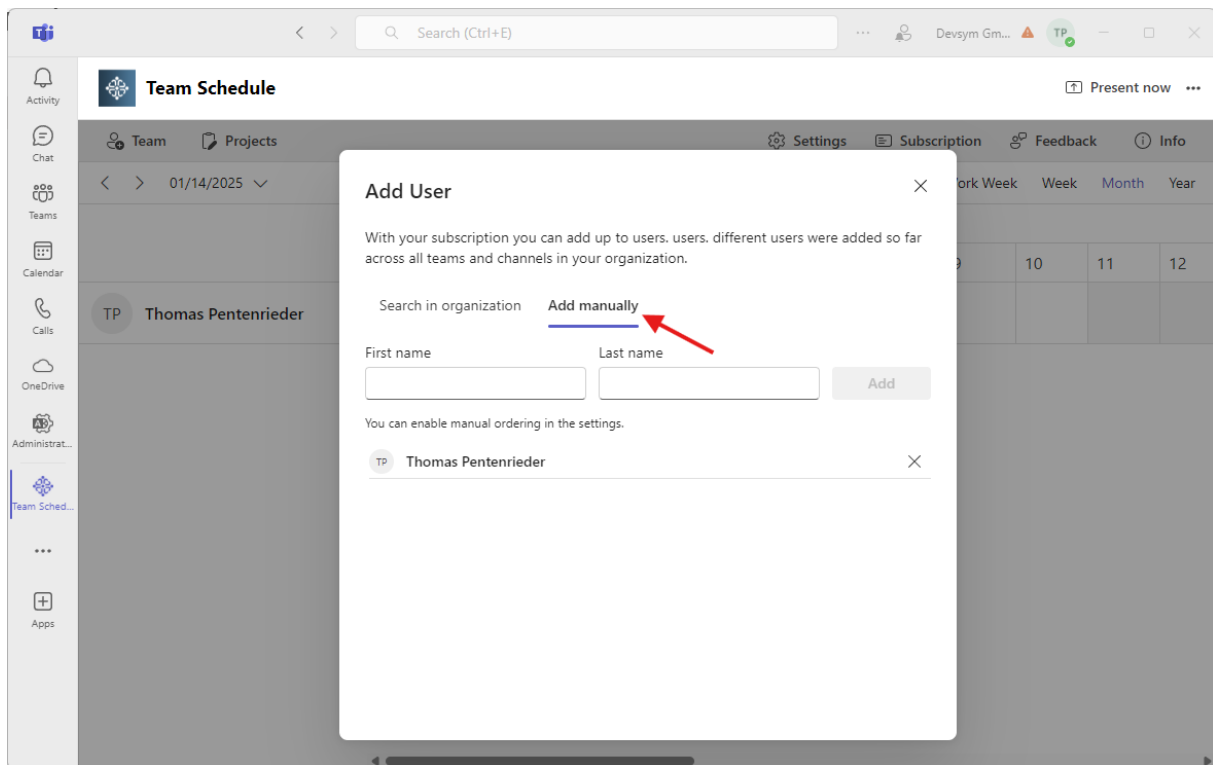
To add team members from your organization to the schedule

- Click on the **Team** button in the navigation bar
- Search for team members in the search field
- Click **Add** to add the person to the schedule



To add other people to the schedule that don't have an account within your organization

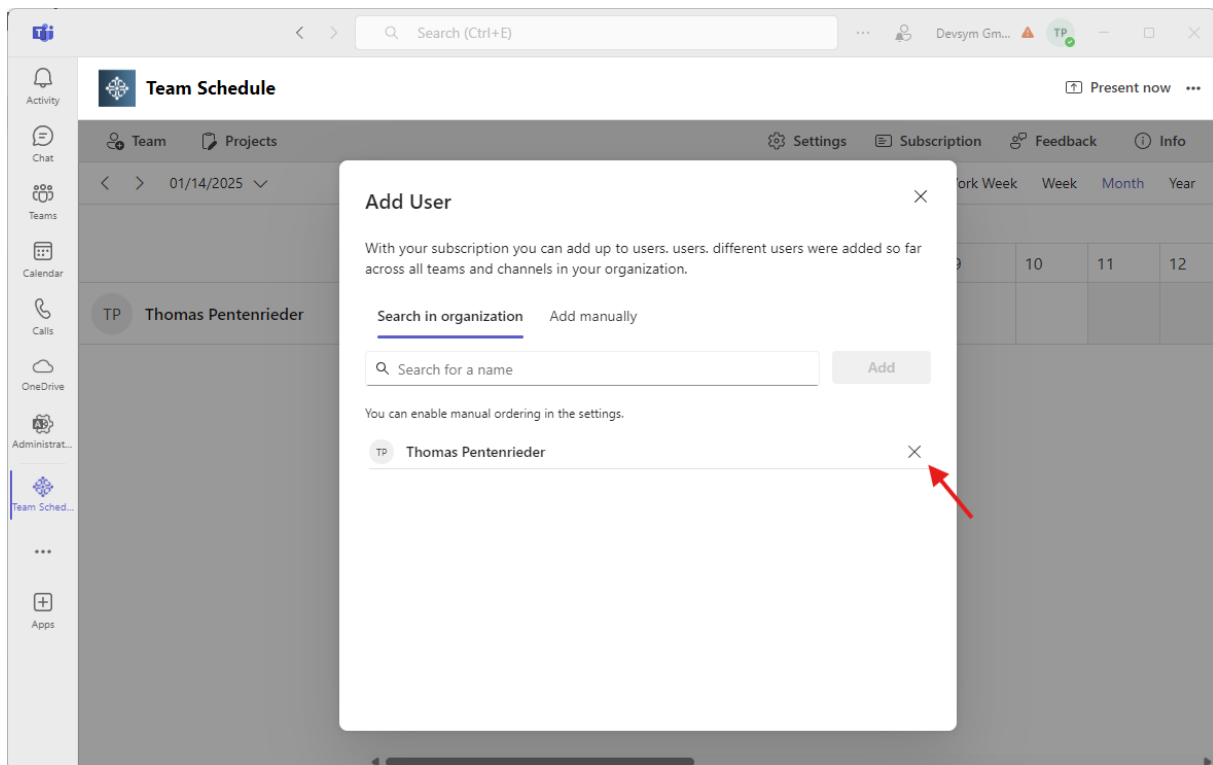
- Click on the **Add manually** tab
- Insert First name and/or Last name
- Click **Add**



Removing Team Members

To remove a team member:

- Click on the **Team** button in the navigation bar
- Click the Remove icon next to the person you want to remove
- Confirm that the user and all associated events will be deleted permanently

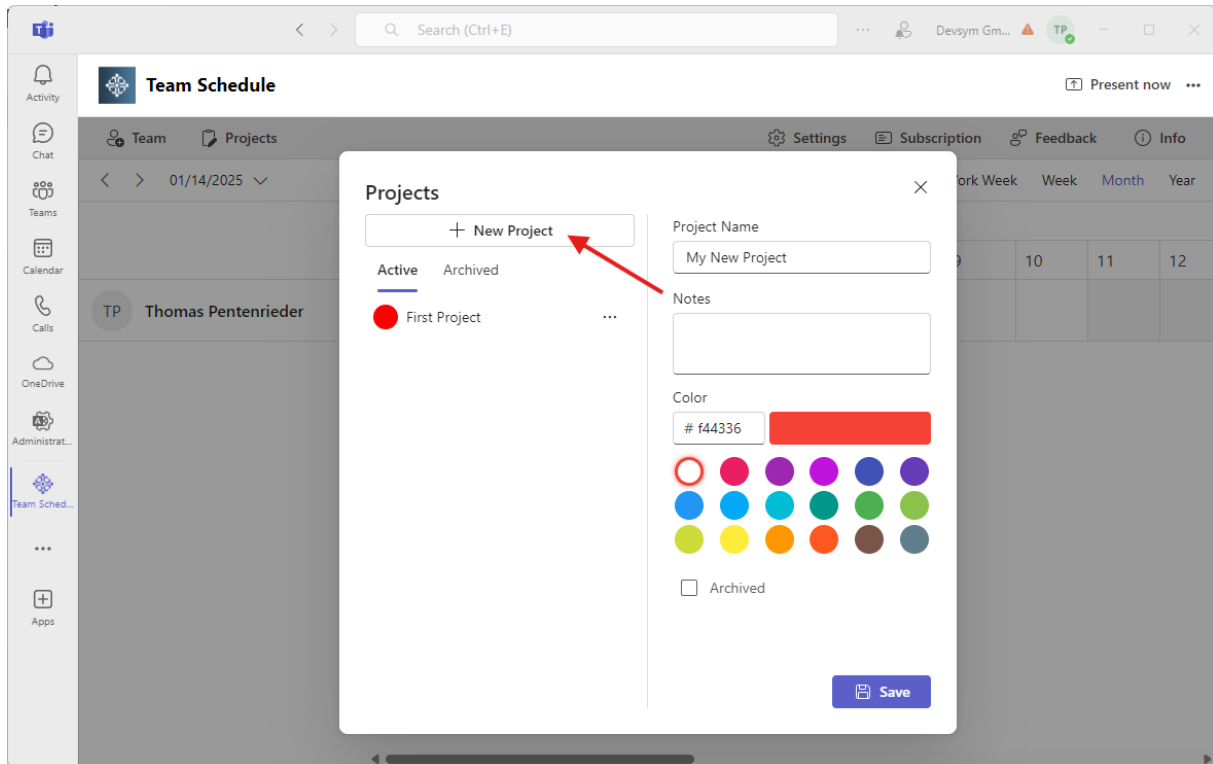


Projects Management

Add Projects

To add projects

- Click on the **Projects** button in the navigation bar
- Click on the **New Projects** button
- Add a Project Name and optionally configure the other properties^



Edit Projects

To add projects

- Click on the **Projects** button in the navigation bar
- Select the Project you want to edit
- Edit the Project and click on **Save**

Delete Projects

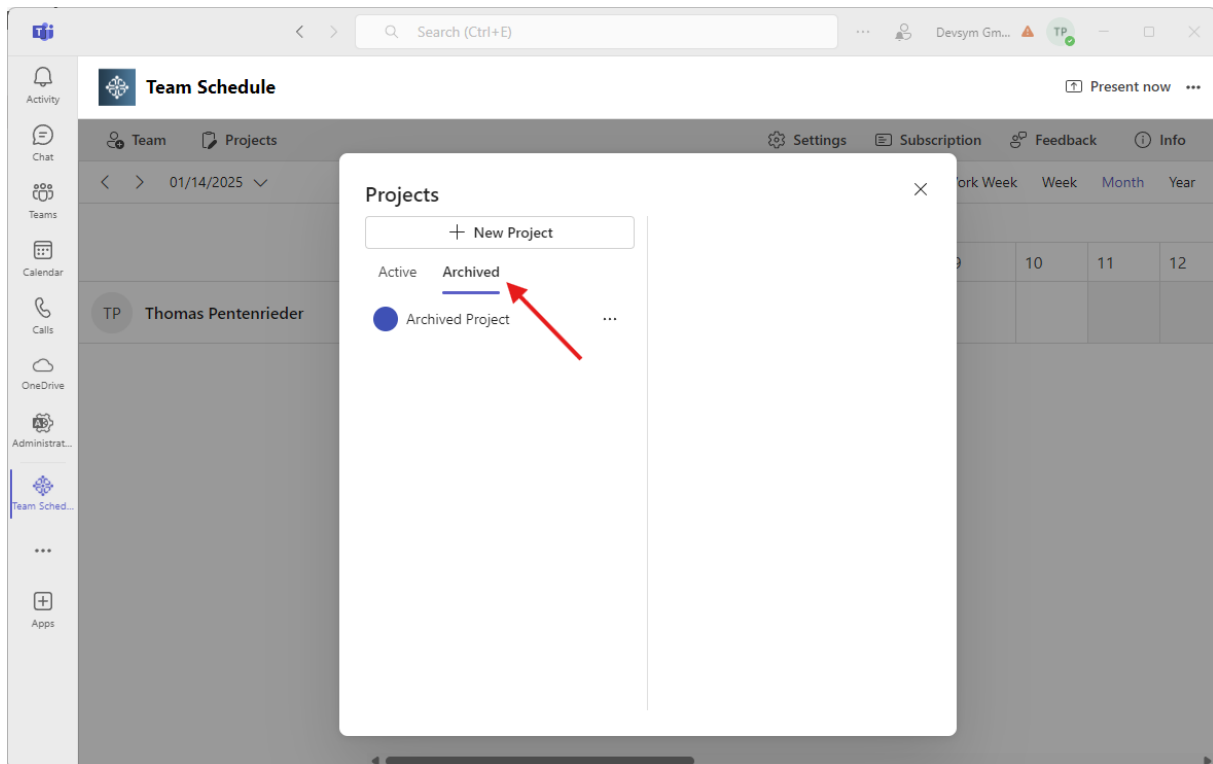
To delete projects

- Click on the **Projects** button in the navigation bar
- Click on the **menu button** next to the project you want to delete
- Click on **Delete**
- Confirm that the project will be deleted permanently

If you want to remove projects from the dropdown list but not delete it completely you can instead archive it.

Archived Projects

Projects that are marked as Archived will not show up in the Projects dropdown when creating or editing events. They can be found in the Projects overlay in the Archived tab.

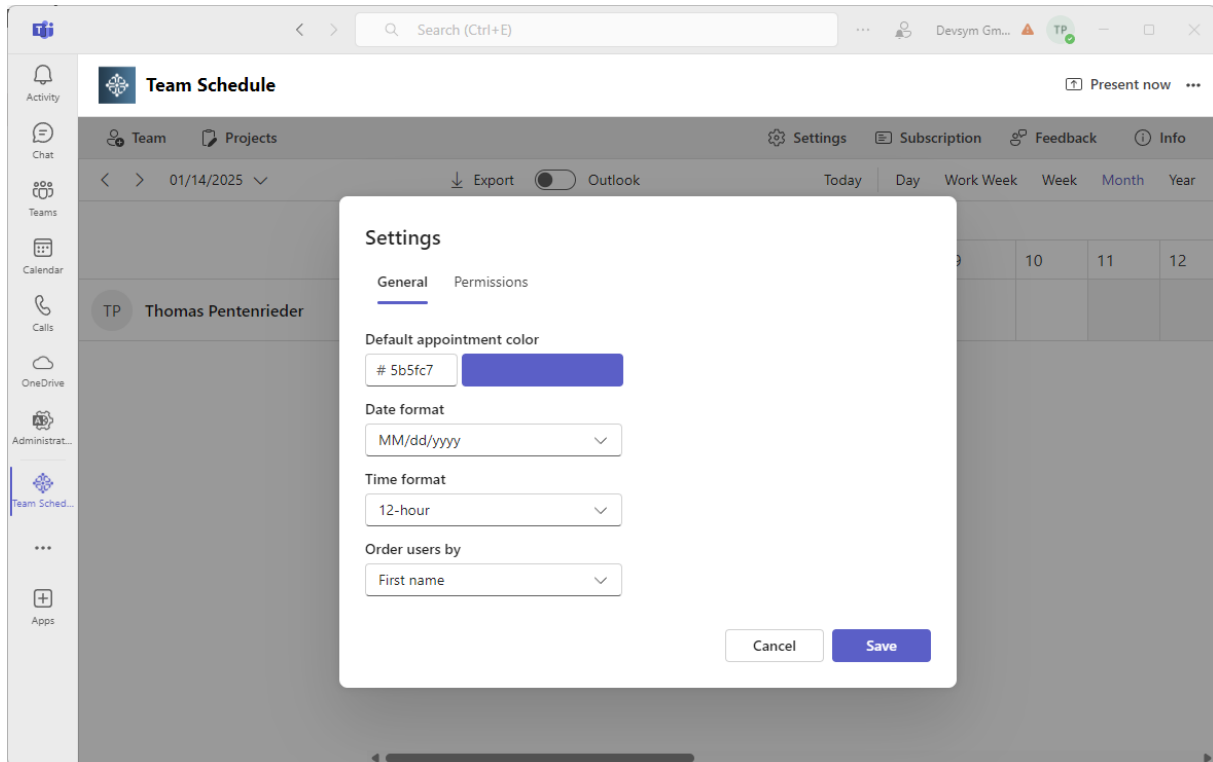


Settings

General

To update the global app settings

- Click on the **Settings** button in the navigation bar.
- Here you can adjust settings that are applied throughout the app and **for all users**



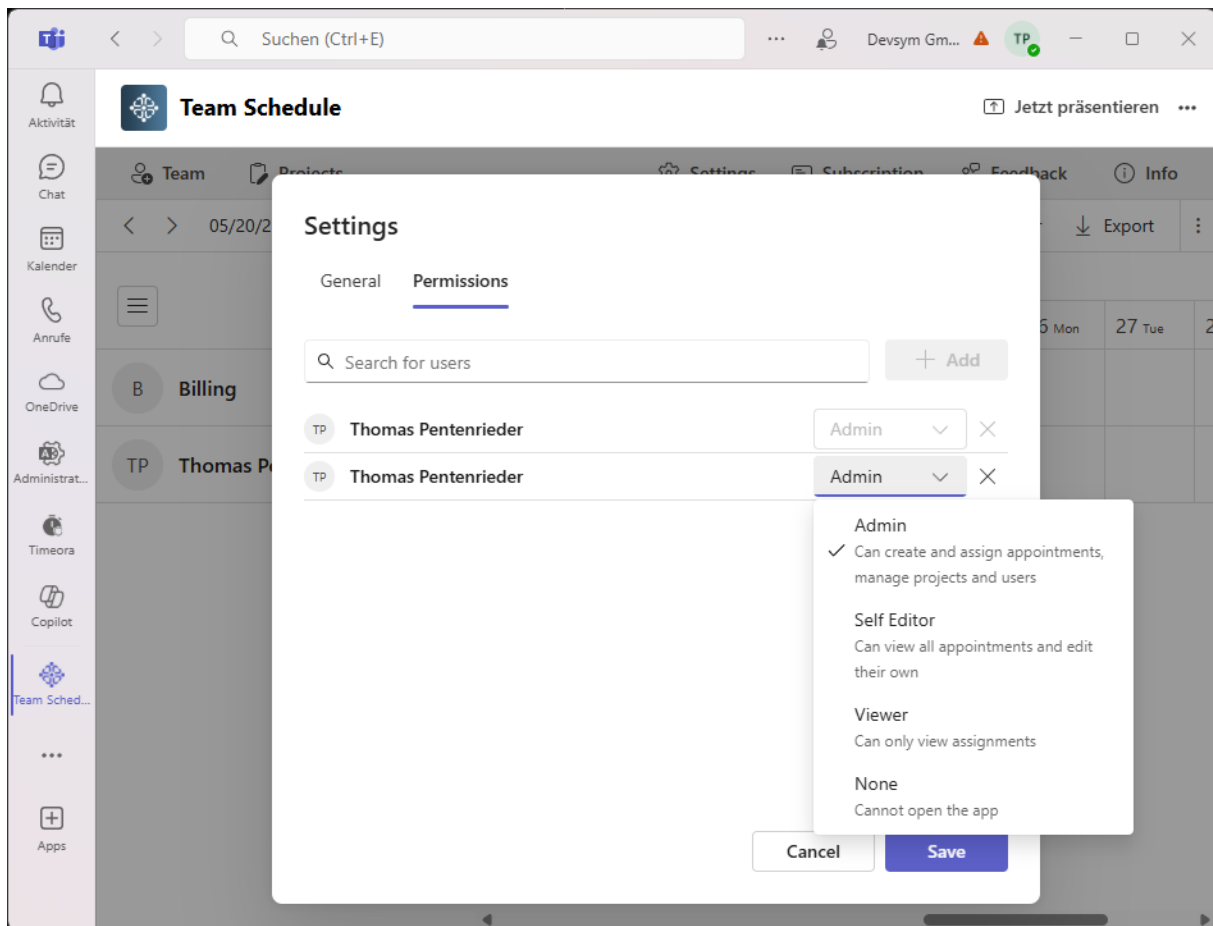
Permissions

As an Admin you can grant access to the app to other users within your company.

By default, users without a role are not able to see the schedule.

The following roles are available:

- **Admin**
Can edit events, team, projects and settings.
- **Self-Editor**
Can view all appointments and edit their own
- **Viewer**
Can only view the schedule, but can't edit any events or change the team, projects or settings.
- **None**
Explicitly prohibit access to the app for this user



Notifications

Troubleshooting

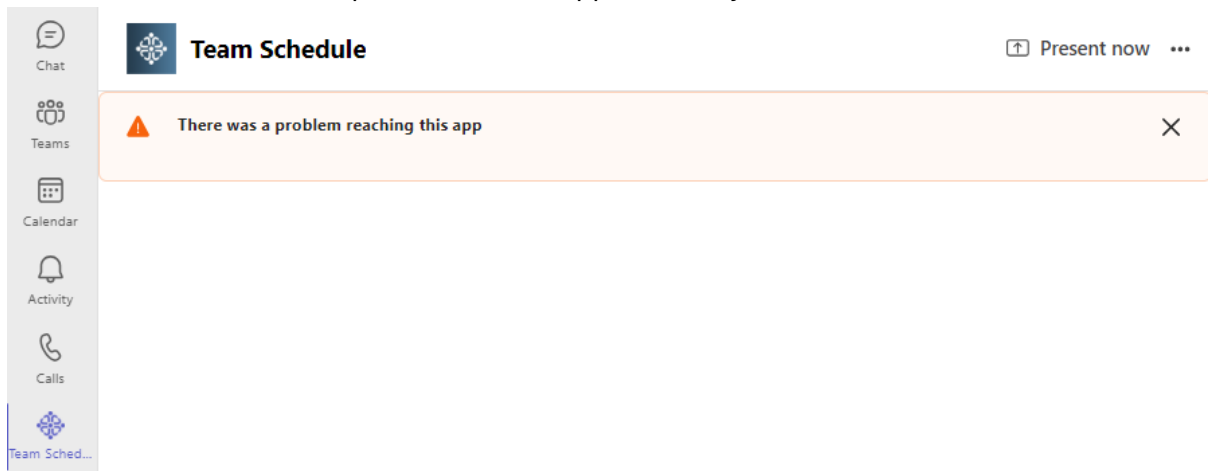
Here are some common issues that can occur when working with Microsoft Teams and Schedules:

- Error Message: “There was a problem reaching this app”
This usually indicates a temporary issue with the Microsoft Teams Client or network access.

To verify this, you can open the app inside the browser:

<https://teams.microsoft.com/l/app/64efdfcb-781c-4c81-ab3a-fced212e50db?webjoin=true>

If this doesn't work as well, please contact support@devsym.de



Support and Assistance

Contact Support

- If you need help or have any questions, you can contact us directly at support@devsym.de
- For feature suggestions or issues that are not urgent please use the **Feedback** form inside the application

Conclusion

Schedules is designed to make managing your team's schedules easier and more efficient. By following this documentation, you will be well-equipped to take advantage of all the features and benefits that Schedules has to offer. Should you require further assistance, do not hesitate to reach out to our support team.

Thank you for choosing Schedule for Microsoft Teams, and we wish you great success in your projects!