



Microsoft Teams Addon Documentation

<https://mid.as/microsoft-teams>
v1.07



...making your facilities work for you!





MIDAS

Microsoft Teams Addon

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What is Microsoft Teams?

[Microsoft Teams](#) is a platform that combines workplace chat, meetings, notes, and attachments. The service integrates with a range of tools and services, including Office 365 and Skype.

You can also [integrate your MIDAS booking system](#) with your organization's Microsoft Teams channel with our optional addon, in order to receive notifications in your channel when certain activity occurs within your room booking system.

MIDAS Integration with Microsoft Teams

One of the features included as standard with our MIDAS room booking software is a powerful "[Watch](#)" feature.

This allows users to set up automated notifications which trigger when certain activity occurs within their MIDAS booking system. For example, you could set up a Watch notification rule to automatically email your catering staff whenever refreshments are added to bookings, or you could create a Watch rule to notify your site staff whenever a room booking is cancelled.

MIDAS is able to integrate with Microsoft Teams through the optional Microsoft Teams addon. This allows Watch notifications from MIDAS to appear in your organization's Microsoft Teams channel in real-time.

Prerequisites

In order to use this optional addon for your MIDAS booking system, you will need to be running MIDAS v4.20 (or later) and have a Microsoft Teams account for your organization.

Not yet using Microsoft Teams? [Get Microsoft Teams](#)



Microsoft Teams Addon

Installing the Addon

Our Microsoft Teams addon is available as an option for MIDAS v4.19 (or later) and can be purchased together with MIDAS, or added at a later stage.

- To get MIDAS together with Microsoft Teams addon, please visit: mid.as/pricing
- To add the Microsoft Teams addon to an existing MIDAS booking system, please go to MIDAS Admin Options → [Manage Addons](#) → Available Addons → Microsoft Teams

After purchase, the Microsoft Teams addon will become available for one-click installation via MIDAS Admin Options → Manage Addons → Addons Ready To Install → Microsoft Teams.

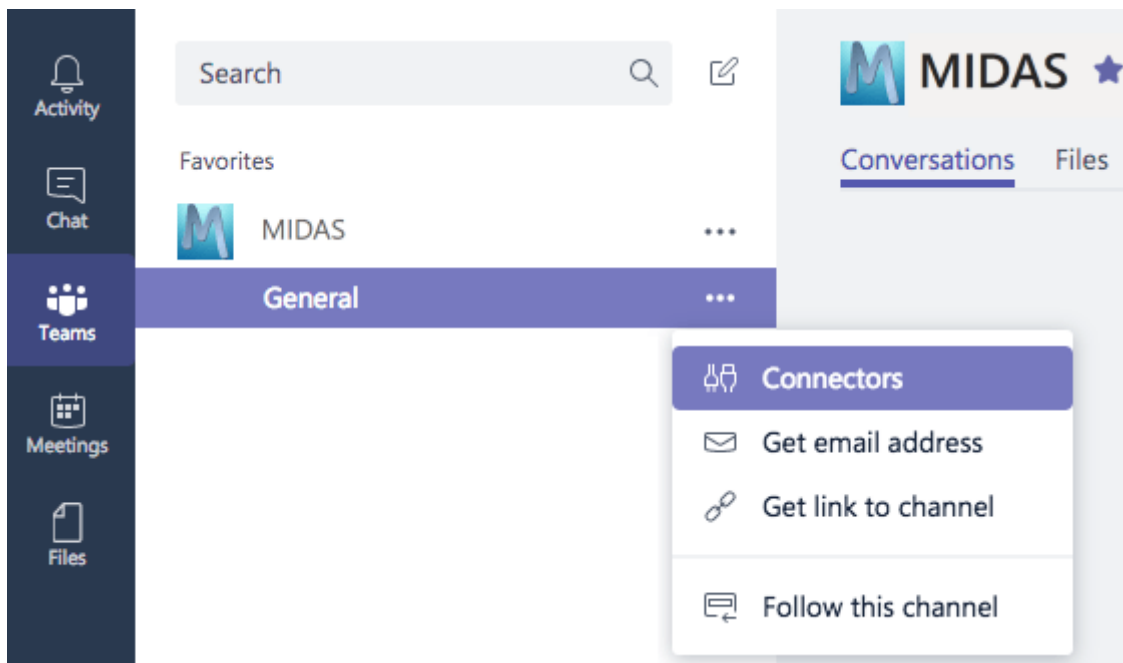
Once installed, you'll need to [obtain a Microsoft Teams WebHook URL](#), and then [configure the addon](#) via MIDAS Admin Options → Manage Addons → Installed Addons → Microsoft Teams.

Obtain a Microsoft Teams WebHook URL

In order to allow your MIDAS to post notifications to your Microsoft Teams channel, you will need to obtain a Microsoft Teams WebHook URL. This is a unique URL that authorizes your MIDAS to be able to post notifications to your Microsoft Teams channel.

You can obtain a Microsoft Teams WebHook URL for your team channel as follows:

- 1) Login to your Microsoft Teams account, select a team and the channel for that team that you wish notifications from your MIDAS system to be sent to.
- 2) Click the three small dots on the right side of the highlighted channel name.
- 3) From the resulting popup menu, select "Connectors":



- 4) Look through the list and at the "Incoming Webhook" connector, click "Add" or "Configure":



- 5) Give the webhook a name and a custom icon (optional), and click "Create":



Microsoft Teams Addon

To set up an Incoming Webhook, provide a name and select Create.

MIDAS Watch Notification

Customize the image to associate with the data from this Incoming Webhook.

Upload Image



Default Image

Create

Cancel

- 6) Copy the Webhook URL, as you'll need to enter it into the Microsoft Teams [addon settings](#) page within MIDAS

Copy the URL below to save it to the clipboard, then select Save.

You'll need this URL when you go to the service that you want to send data to your group.

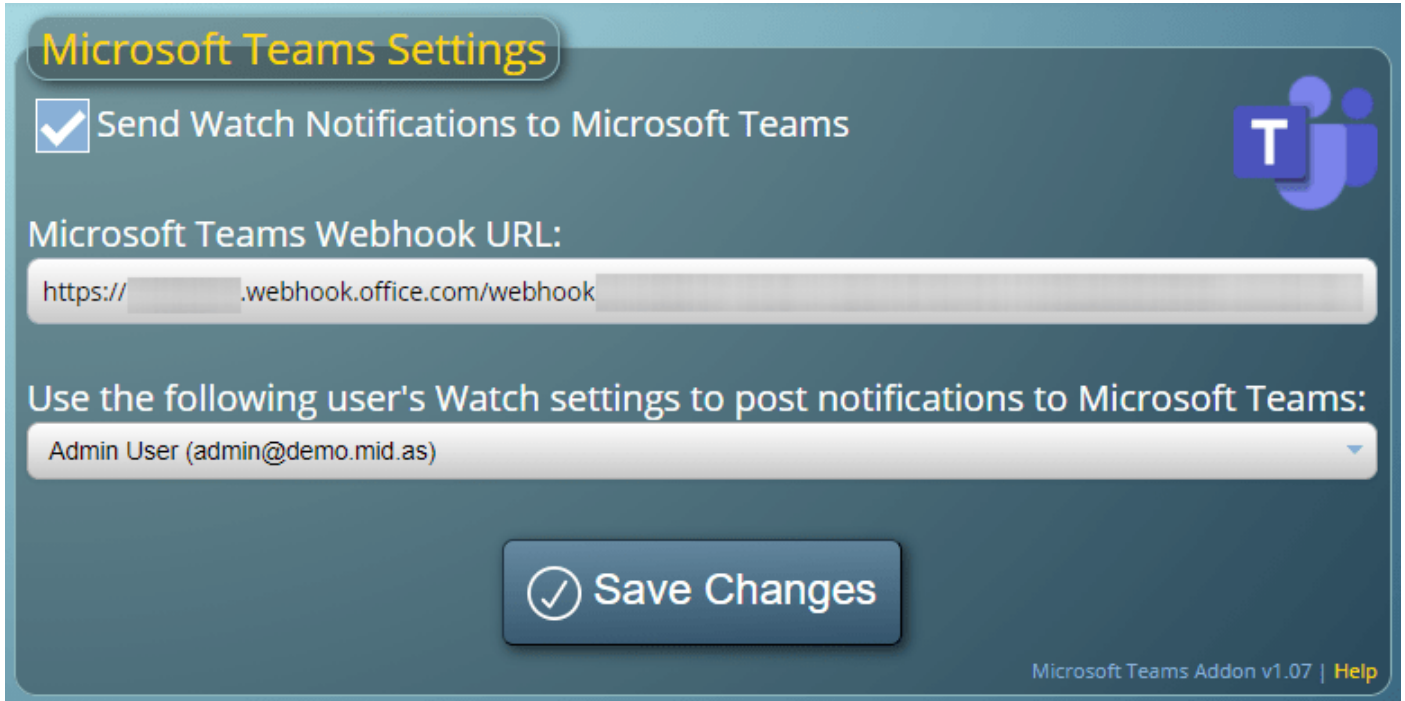
<https://midas630.webhook.office.com/we>



Done

Remove

Addon Settings



The Microsoft Teams Addon administrative interface (MIDAS Admin Options → Manage Addons → Installed Addons → Microsoft Teams)

From this screen you can configure Microsoft Teams integration...

Send Watch Notifications to Microsoft Teams

This box enables/disables the posting of Watch Notifications to your Microsoft Teams channel

Microsoft Teams WebHook URL

In order for your MIDAS to be able to send notifications to your Microsoft Teams channel, you'll need to [obtain a Microsoft Teams WebHook URL](#), and enter this URL into this field.

Use the following user's Watch settings to post notifications to Microsoft Teams

This drop-down list displays all current users who have access to the "Watch" features of MIDAS. Select a user from this list for their current Watch triggers to be used to decide what notifications are posted to your Microsoft Teams channel.

Once correctly configured, you'll then begin to see notifications appearing in your Microsoft Teams channel when relevant Watch notifications are triggered within MIDAS.

Release Notes

v1.07	
12th August 2021	· Update: Webhook URL placeholder text
v1.06	
17th January 2021	· Update: Microsoft Teams logo
v1.05	
4th July 2020	· Security Enhancements
v1.04	
30th March 2020	· Fixed: JSON compatibility
v1.03	
13th May 2019	· Update: Compatibility for MIDAS v4.22+
v1.02	
18th December 2018	· Fixed: Support for Perl 5.26+
v1.01	
18th December 2018	· Fixed: May jump user to login screen when triggering notification
v1.00	
8th October 2018	· Initial release of the Microsoft Teams Addon (for MIDAS v4.20+)

For the most up-to-date Microsoft Teams addon documentation, please visit <https://mid.as/microsoft-teams>