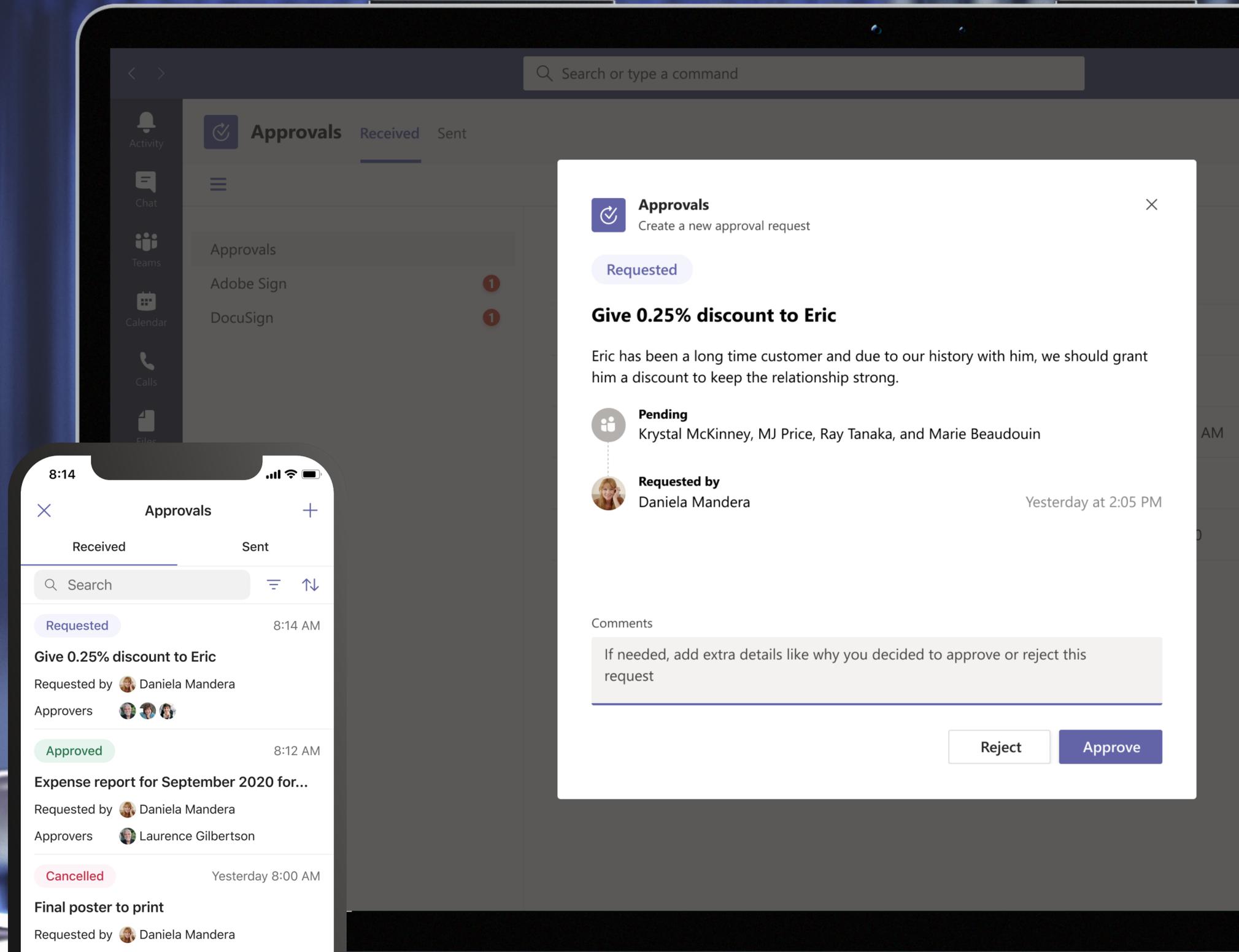


Approvals

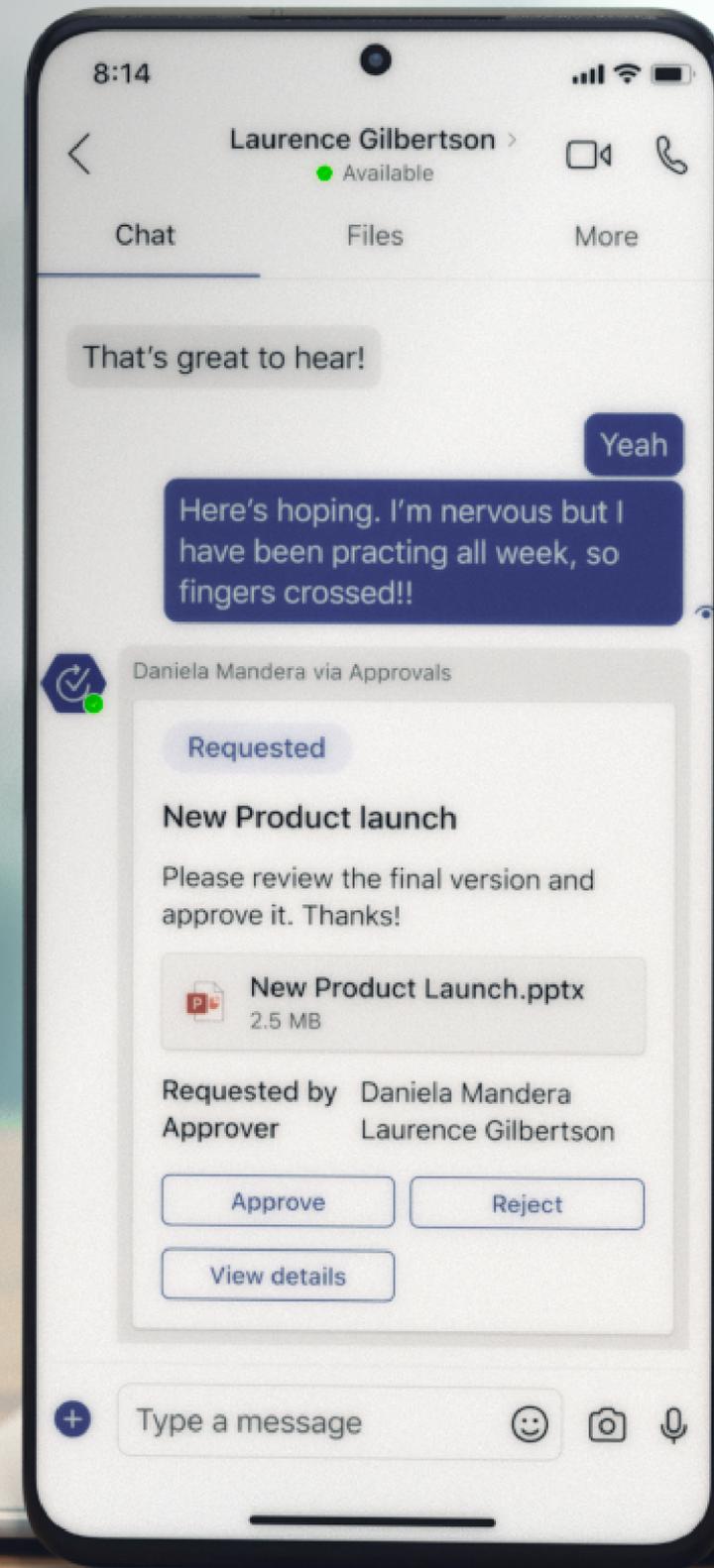




Approvals in Teams makes it easy to create and manage requests

For example, send out an approval ahead of a product launch to get everyone on board with an idea. From the same place, approve an employee's expense report.

All of your approvals across the company, even through Power Automate, will show up in the same place.



See all of your requests in one place

Approvals you've sent and received, even the ones you've completed, will all show up in the hub.

The image displays the Microsoft Teams Approvals hub interface on two devices: a tablet and a smartphone. The tablet screen shows the main hub with a search bar at the top, a navigation pane on the left, and a list of approval requests in the center. The smartphone screen shows a detailed view of a specific approval request.

Tablet Screen: Approvals Hub

Search or type a command

Approvals Received Sent + New approval request

Contoso (Default) Filter

Request title	Status	Source	Last updated ↓	Requested by	Approvers
[Home loan] 5136790 - Lu...	Requested	Azure DevOps	2:05 PM	Daniela Mandera	Marie B
Give 0.25% discount to Pe...	Requested	ServiceNow	2:03 PM	Daniela Mandera	Marie B
September 2020 expense...	Requested	Approvals	Yesterday 9:10 AM	Daniela Mandera	Marie B
August 2020 expense report	Approved	Approvals	March 2	Daniela Mandera	Marie B
July 2020 expense report	Rejected	Approvals	January 5, 2020	Aaron Buxton	Marie B

Smartphone Screen: Approval Detail

8:14

Approvals

Received Sent

Search

Requested 8:14 AM

Give 0.25% discount to Eric

Requested by Daniela Mandera

Approvers

Approved 8:12 AM

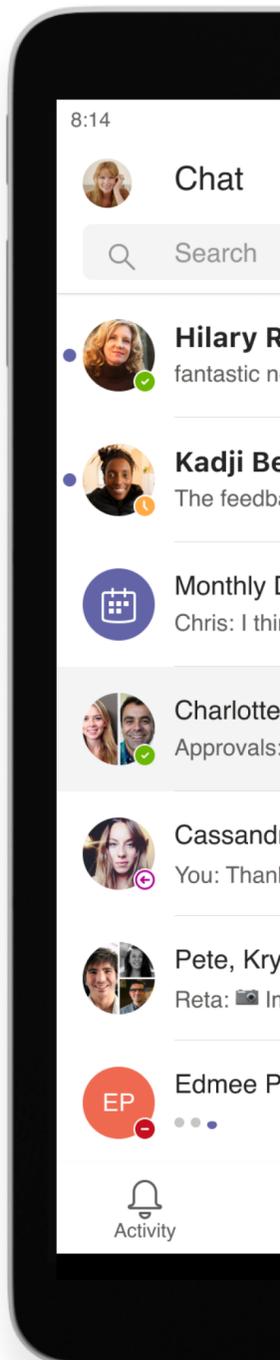
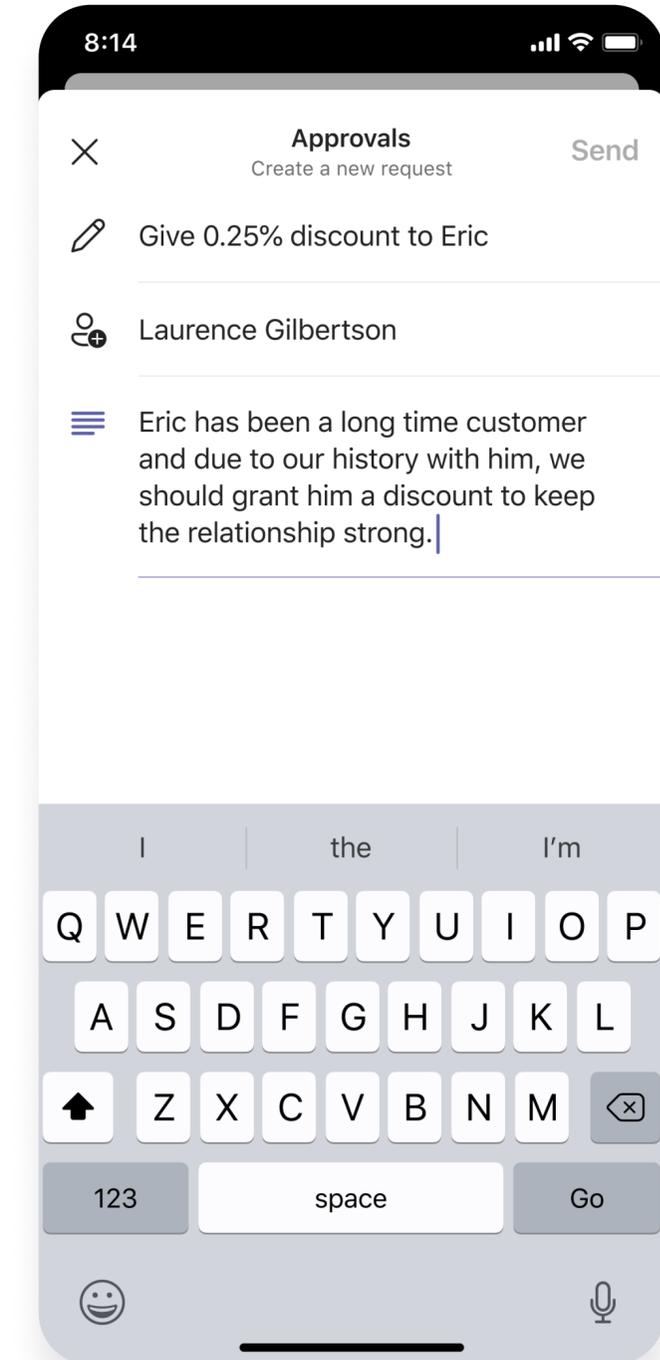
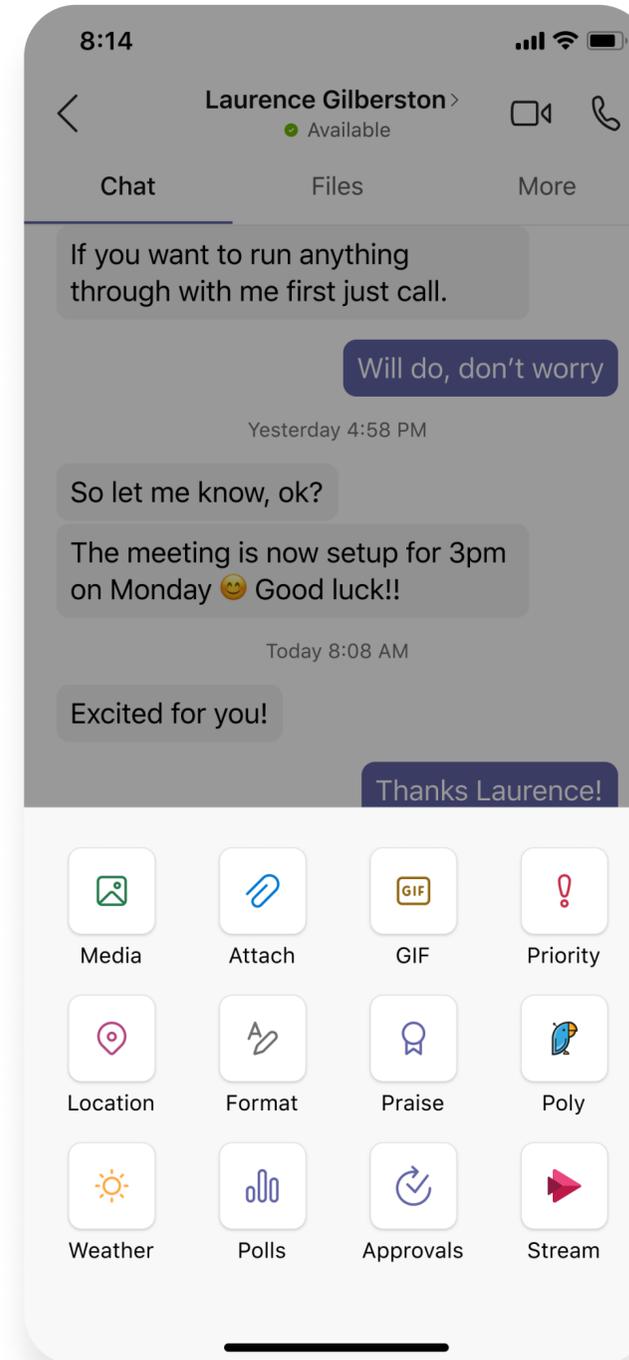
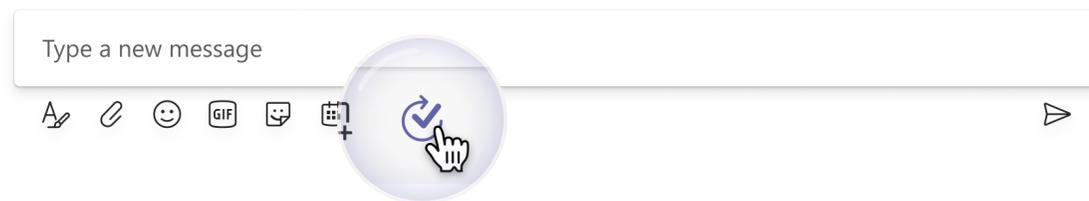
Expense report for September 2020 for...

Requested by Daniela Mandera

Approvers Laurence Gilbertson

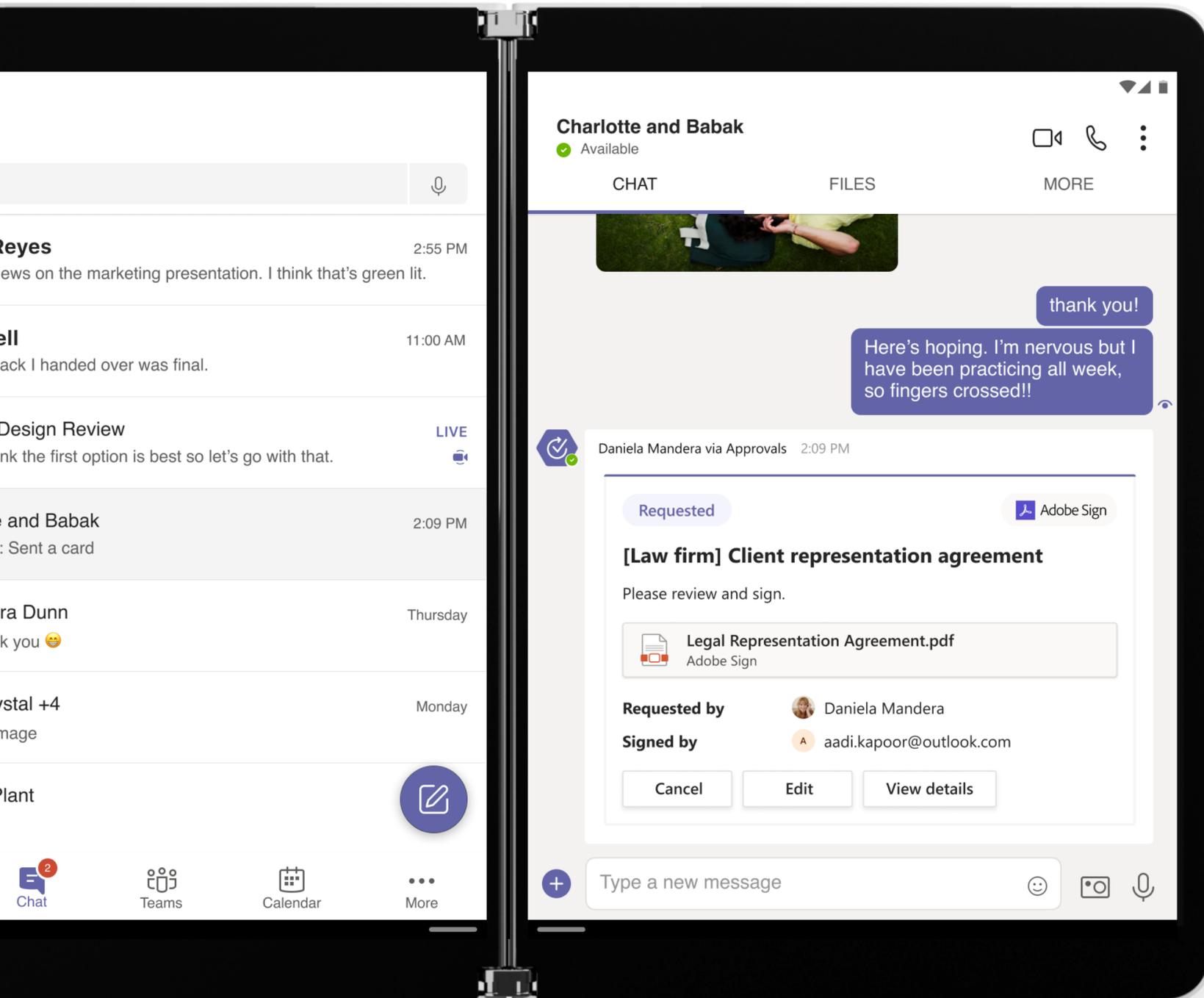
Send a request from the chat

Start a new request from the compose box in your Teams conversation, just find the Approvals icon.



Get e-signatures with Adobe Sign

Keep everything in Teams when working with partners or customers, even when you need a signature. Just send over an approval and they'll be able to sign with Adobe Sign.



Take action in real time

Approval cards in chats and channel conversations will show you the relevant actions you have to take, and keep everyone on the same page.

Daniela Mandera via Approvals 2:05 PM

Requested

Give discount to Eric

Eric has been a long time customer and due to our history with him, we should grant him a discount to keep the relationship strong.

Requested by Daniela Mandera

Pending response by

[Approve](#) [Rejected](#) [View details](#)

Daniela Mandera via Approvals 2:05 PM

Requested

[Home loan] 5230583 - Eric Ishida

Attached the file below. Please let me know if you have any questions! Thank you for your time.

[Home loan] 5230583.pdf
contoso.sharepoint.com/docs/June2020-HomeLoanDoc...

Requested by Carianne Gentry

Pending signature from

[Cancel request](#) [Edit agreement](#) [View details](#)

Daniela Mandera via Approvals 2:09 PM

Approved

[Law firm] Client representation agreement

Please review and sign.

Legal Representation Agreement.pdf
Adobe Sign

Requested by Daniela Mandera

Signed by aadi.kapoor@outlook.com

[Edit](#) [View details](#)

Daniela Mandera via Approvals

Approved

Expense Report

Expense Report
contoso.sharepoint.com/docs/June2020-ExpenseReportDoc...

Requested by Daniela Mandera

Approved by

[View details](#)

Daniela Mandera via Approvals

Approved

Expense Report: October 2020

Expense Report: October 2020.xlsx
contoso.sharepoint.com/docs/June2020-ExpenseReportDoc...

Requested by Daniela Mandera

Approved by

[View details](#)

Daniela Mandera via Approvals

Requested

[Home loan] 5230583 - Eric Ishida

Attached the file below. Please let me know if you have any questions! Thank you for your time.

[Home loan] 5230583.pdf
contoso.sharepoint.com/docs/June2020-HomeLoanDoc...

Requested by Carianne Gentry

Pending signature from

[Cancel request](#) [Edit agreement](#) [View details](#)

Daniela Mandera via Approvals

Requested

[Home loan] 5230583 - Eric Ishida

Attached the file below. Please let me know if you have any questions! Thank you for your time.

[Home loan] 5230583.pdf
contoso.sharepoint.com/docs/June2020-HomeLoanDoc...

Requested by Carianne Gentry

Pending signature from

[Cancel request](#) [Edit agreement](#) [View details](#)

View a detailed timeline

Make sure everything is moving forward as planned when you view details in the approvals card.

Approvals
View details

Approved

[Home loan] 5230583 - Eric Ishida

Attached the file below. Please let me know if you have any questions! Thank you for your time.

2 Attachments

- [Home loan] 5230583.docx
2 MB
- [Home loan] 5230583.pdf
2 MB

Final status: **Approved**

- Signed by Daniela Mandera
Tue at 2:19 PM
- Signed by eric.ishida@outlook.com
Tue at 2:10 PM
- Requested by Carianne Gentry
2:05 PM

Approvals
View details

Requested

Give 0.25% discount to John

John has been a long time customer and due to our history with him, we should grant him a discount to keep the relationship strong.

Status: **Pending**

- Pending response
Krystal McKinney
2:05 PM
- Requested by
Daniela Mandera

Cancel request



Get faster results with Approvals in Microsoft Teams

Learn more aka.ms/ApprovalsInTeams

