Setting Up the Microsoft Teams Integration

Q: How much does the Teams integration cost?

A: Nothing additional on pickAtime’s part, but the integration does require a paid Teams account.

Q: Do my teachers have to sync their Outlook calendars?

A: Yes, teachers have to sync their Outlook calendar to use the Microsoft Teams option.

Q: When I sync my calendar, do I have to allow all of the permissions?

A: Yes, to sync your calendar to utilize the Teams Integration, you have to accept all permissions and select which of the Microsoft Calendars you want to connect to.

Q: Can I add my integration retroactively?

A: Yes, you can do the integration after the event closes. Make sure that you alert parents so that they are aware, and the links will be included in the Printable PDF within the reminder email.

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