

# Microsoft Teams Collaboration

View, update and communicate on your OKRs in Microsoft Teams and Planner

## 01 What is it?

This add-on is designed for Team Leads and their team members as well as Program Leads. It contains our Microsoft Teams native integration - allowing you to view, update and communicate on your goals and Initiatives in the tools where you are most active.

## 02 How will it help you?

Keeping OKRs top-of-mind during everyday work is often difficult. And we believe in making work easier. This is why we've extended our Microsoft Teams integration with new capabilities. With this add-on you can send messages to various audiences and empower teams to perform key actions around OKRs directly from within your day-to-day communication tool.

## 03 Which features are included?

- **OKR Overview** - View and update OKRs
- **Notifications** - Receive reminders to perform key actions from within the app
- **Cycle Megaphone** - Broadcast messages to selected audiences of the OKR process
- **Project Management** - Import Workpath Initiatives as MS Planner tasks

## 04 How to get access?

To add the MS Teams integration to your Workpath account, please reach out to your Customer Success Manager or via [upgrade@workpath.com](mailto:upgrade@workpath.com)

