



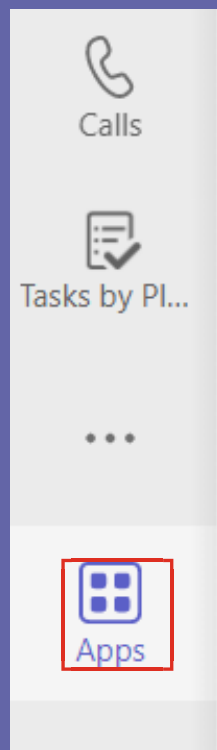
How to Use

the Microsoft Teams Praise App



1 Find the Praise App in Teams

Search for the Praise app in the "Apps" widget and add it to your Teams.

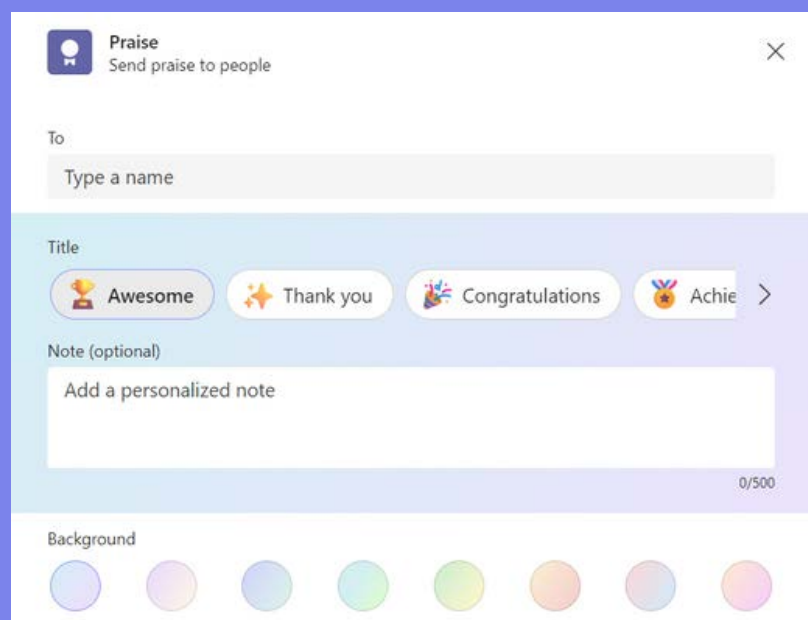


2 Add Praise as a Messaging Extension

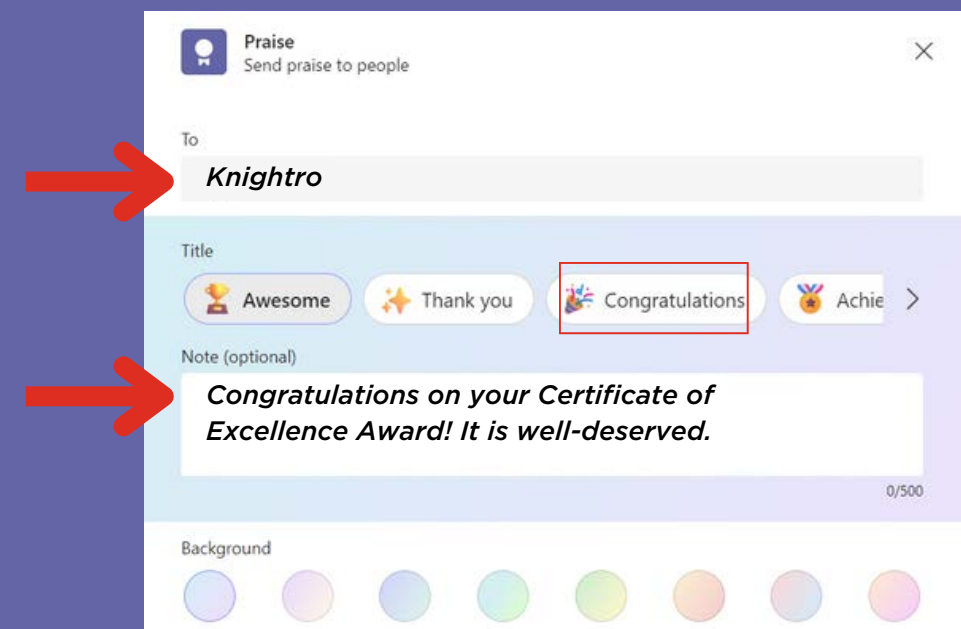
If you see the ribbon icon below a Teams chat, it has already been added. If it is not there, click the "..." to add it as a messaging extension.



3 Click the Praise Ribbon Icon in the Chat

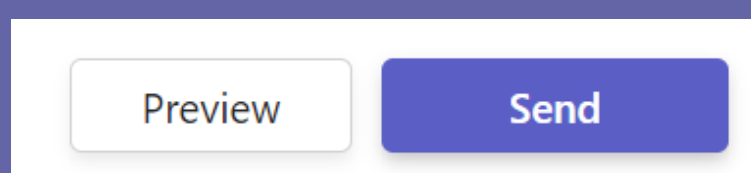


4 Fill in the Fields & Select a Title Badge



5 Send the Praise in a Group Chat, Channel or Private Chat

Praise can be sent at any time to any peer, employee or manager to show gratitude and recognition - privately or publicly.



6 Review Your Praise History

[Review your praise history](#)

Once Praise is sent, you can click on "Review your praise history" to see a list of praises sent and received. This summary also allows you to set up Praise reminders to build the habit of recognizing colleagues and provides recommendations for colleagues to start praising.

