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**
   - Fill in the fields & select a title badge
   - Knightro
     - Congratulations on your Certificate of Excellence Award! It is well-deserved.

4. **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.
   - Preview Send

5. **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.