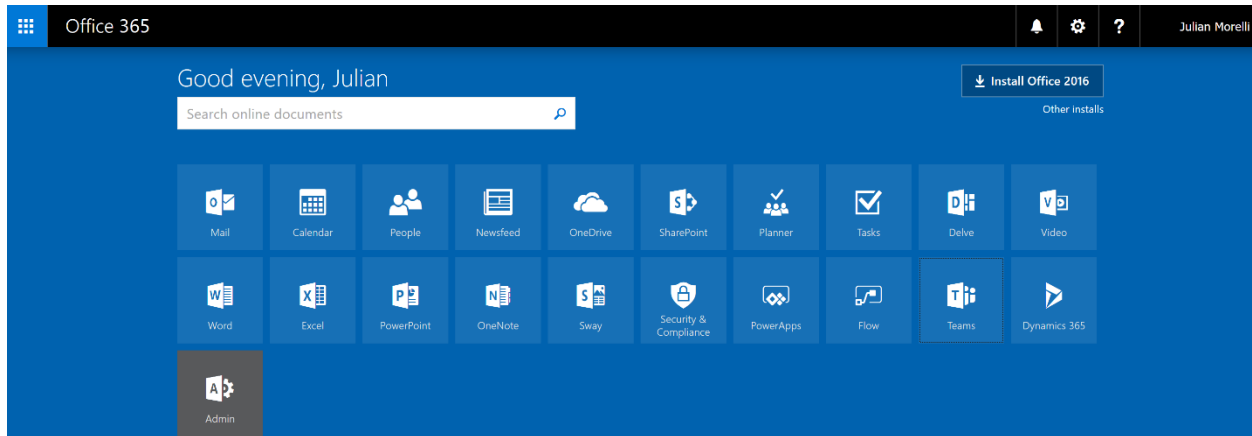
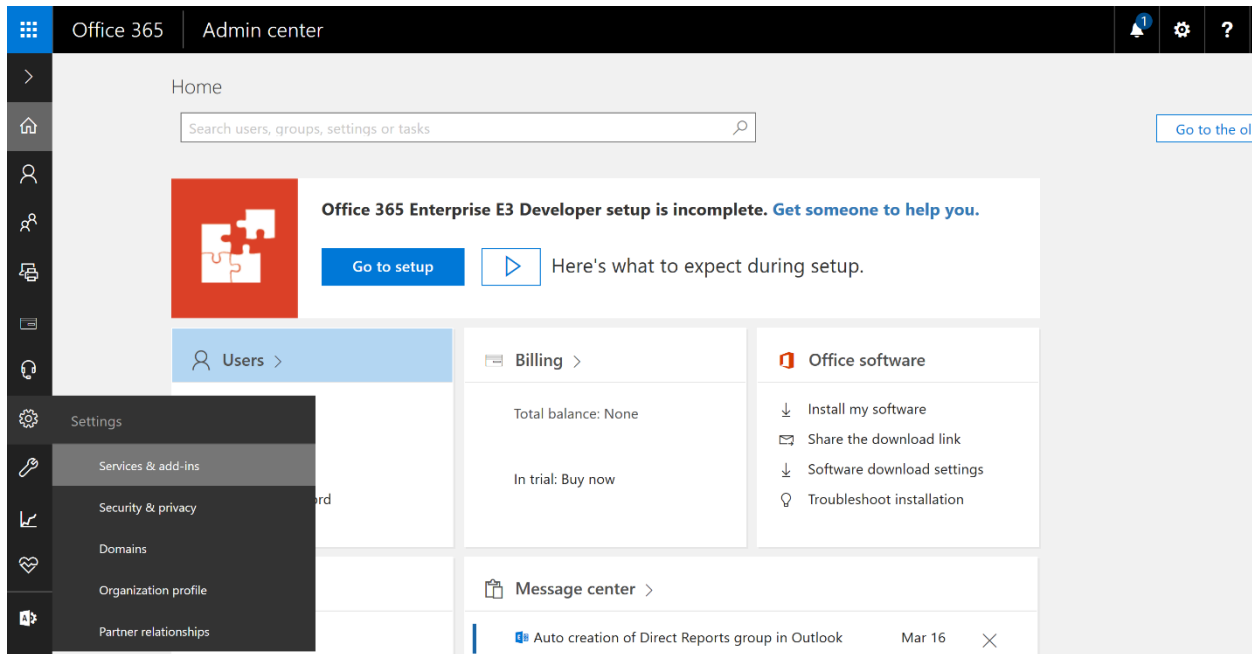


1. Go to office.com



2. Click on Admin

3. Click on Settings



4. Select "Microsoft Teams"

The screenshot shows the Office 365 Admin center interface. The top navigation bar includes the Office 365 logo and the text "Office 365 | Admin center". Below this, the breadcrumb "Home > Services & add-ins" is visible. The main content area features a list of services and add-ins. The "Microsoft Teams" entry is highlighted with a blue background. The list includes the following items:

Name	Host Apps	Status
Azure multi-factor authentication Manage your settings for Azure multi-factor authentication		
Calendar Let people share their calendars with external users		
Cortana Turn Cortana access on or off for your entire organization		
Directory Synchronization Sync users to the cloud using Active Directory		
Docs.com Manage and update your Docs.com settings		
GigJam Preview Manage and update your GigJam settings		
Integrated Apps Manage your Integrated Apps settings		
Mail Set up auditing, track messages, and protect email from spam and malware		
Microsoft Teams Manage and update your Microsoft Teams settings		
Office 365 Groups Control Settings for Office 365 Groups		
Office Online Let people use third-party hosted storage services		

5. Expand “Bots and Tabs”

The screenshot shows the Office 365 Admin center interface. The left sidebar contains navigation icons. The main content area is titled "Home > Services & add-ins" and lists various services like Azure multi-factor authentication, Calendar, Cortana, Directory Synchronization, Docs.com, GigJam Preview, Integrated Apps, and Mail. On the right, the "Microsoft Teams" settings panel is open. At the top, there is a toggle switch for "Turn Microsoft Teams on or off for your entire organization" which is currently turned "On". Below this, there are several sections: "General", "Teams & Channels", "Calls & Meetings", "Messaging", "Bots & Tabs" (which is expanded), and "Email Integration". At the bottom of the panel are "Save" and "Close" buttons.

6. Enable Bots

This screenshot is similar to the previous one, showing the Office 365 Admin center. The "Microsoft Teams" settings panel is open, and the "Bots & Tabs" section is expanded. In addition to the "Turn Microsoft Teams on or off for your entire organization" toggle (which is "On"), there are two more toggles at the bottom of the panel: "Allow bots and tabs in Microsoft Teams" and "Allow sideloading of external bots & tabs", both of which are also turned "On". The rest of the interface, including the left sidebar and the "Services & add-ins" list, remains the same.