Instructions Related to Student Forms and Approvals

Reviewing Request (Approve, Deny, etc.)

You should have received both an email and Microsoft Teams approval request. You can respond in either platform based on your preference, and your response is as easy as clicking a button, although you may add comments if desired/needed.

Microsoft Outlook: This image shows how the approval message will look in Outlook, and the email message will arrive from **Microsoft Power Automate <flow-noreply@microsoft.com>** (see attached image). The exact instructions in the message and wording of the response options may vary slightly depending on the form, but it should be relatively similar each time.

Microsoft Teams: The Microsoft Teams app can be accessed using the App launcher (9-dot square at top left if you are in Outlook). You can find information directly from Microsoft, and you can learn more about using approvals in Teams from this video. The essential information for approving (or denying) a request is covered from 2:51 to 3:45.

Please note that any comments you provide may be shared with the student. If anyone rejects the request, comments may be shared through an **automated** email with your exact wording. This process allows you to provide direct feedback to the student, if necessary, without having to write a separate email. However, I want to ensure everyone knows the comments are **not** entirely internal communication, although they are shared with later approvers to inform their decisions.

Re-assign a Request

1. In Outlook, **click** the apps icon (9-square icon at top left) and **open** Teams.
2. In Teams, **select** the Approvals app in the left sidebar. You might have to select the "..." (more) option to find it.
3. The Approvals app should open with received approvals organized by date. **Select** the request you need to reassign.
4. In the bottom left corner of the pop-up window, **select** "More actions" and **choose** "Reassign."
5. You can **search** for and **select** the other GPC using their name or email.
6. **Click** "Confirm."

Adjust Safe Sender List to Receive Approval Messages in Outlook

If you are not consistently receiving the Approval requests via email, you can adjust your Outlook settings to avoid the messages going to your Junk folder.

1. In Outlook, select settings. ⚙
2. From menu, select Mail > Junk email.

3. Under Safe senders and domains, select "+ Add."
4. Enter the email address for the Approval messages: flow-noreply@microsoft.com.
5. Use the Enter key to add the email to your list.
6. Select Save.

Check Outstanding Requests in Teams

1. Open Microsoft Teams.
   a. The Microsoft Teams app can be accessed using the App launcher (9-dot square at top left if you are in Outlook).
2. Select Approvals.
   a. If you do not see Approvals in the left-hand menu, select more (…) and search for the Approvals app.
3. Select Filter.
4. Check "Requested" to see all outstanding requests.