

# Access content in Microsoft Teams

This article gives an overview of how to use the **MI Chatbot** to fetch data from Metric Insights.

- The ability to search for Metric Insights content with the MI Chatbot is governed by the corresponding Security Provisions (learn more from [Microsoft Teams Security](#)).

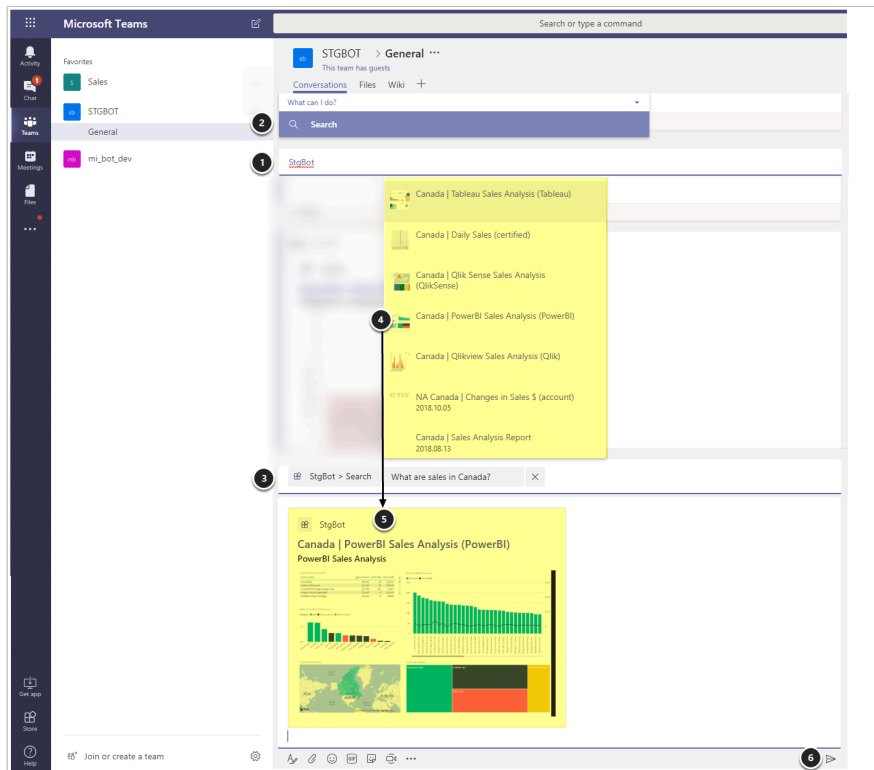
## REREQUISITES:

1. *MI 5.5.0+ application* must be installed on your server.
  - For details, go to [Install or Update MI via Installation Packages](#)
2. *MI Chatbot* must be deployed to your server.
  - For more information, check [MI Chatbot deployment](#)
3. *Microsoft Teams Configuration*: an App with bot functions must be created in Microsoft Teams.
  - Refer to [Building a bot app for Microsoft Teams](#)
4. *MI Chatbot* must be connected to *Microsoft Teams Bot App*
  - [Connecting Microsoft Teams Chatbot to Metric Insights](#)

## 1. Ask a question in a Channel

### PREREQUISITES:

- To be able to ask the **MI Chatbot** questions, you must access the required **Microsoft Team** and **Channel** first.

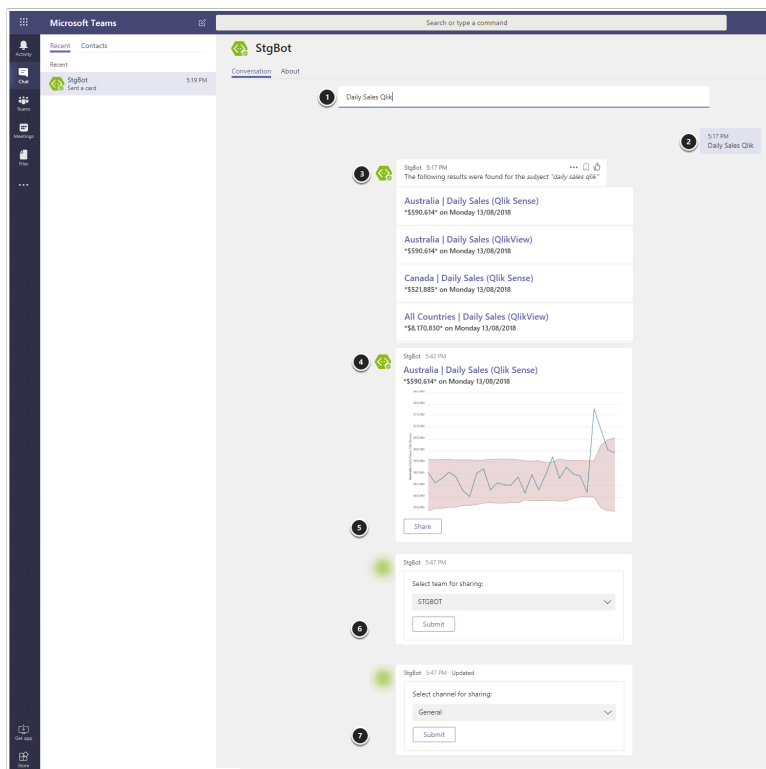


1. Address the MI Chatbot by typing **@bot\_name**
2. Double-click the **Search** field
3. Enter your question or Tile name in the **Search** field
4. Select a Tile from the **Suggest List**
5. **Preview** the Tile
6. Click the **Send button** to share your Tile with the channel

## 2. Direct Messaging the MI Chatbot



For Direct Messaging, access the **Group Chat** with the MI Chatbot.



1. Enter your **question** or **Tile Name** in the provided field
2. Your **question/Tile Name** will be displayed in the Chat
3. The MI Chatbot will show **possible matches**
4. **Select** the relevant Tile by double-clicking the white space on it
  - *NOTE: If you click the Tile Name, you will be taken to Metric Insights*
5. The Tile will be displayed at the end of the **Suggest List**
6. Click **[Share]**
7. Select the Team for sharing and **[Submit]**
8. Select the Channel for sharing and **[Submit]**

### 3. Security Provisions

In Metric Insights, Security settings control which content will be served up to a Microsoft Teams channel. To learn more, refer to [Microsoft Teams Security](#).