Team Schedule User Documentation

Comprehensive Guide to all Team Schedule features

Last updated: 20.05.2025 App Version: 1.5.x

Table of contents

Introduction
Getting Started2
Installation & Logging In2
Schedule Overview4
Navigation Bar4
Calendar4
Team Management
Adding Team Members6
Removing Team Members7
Projects Management
Add Projects8
Edit Projects8
Delete Projects8
Archived Projects9
Settings10
General10
Permissions10
Support and Assistance13
Contact Support13
Conclusion

Introduction

Team Schedule is a versatile app for Microsoft Teams, Outlook & Microsoft 365 designed to simplify appointment management and team scheduling. With seamless integration into your company's directory via Microsoft Graph, you can easily select team members for assignments.

Getting Started

Installation & Logging In

To install Team Schedule in your Microsoft Teams client, go to **Apps** and search for **Team Schedule** and then click the **add** or **open** button.

Elji	$\langle \rangle$	Q. Search (Ctrl+E)	\cdots 🔮 Devsym Gm 🔺 TPg – 🗆 🗙
Q. Activity	Apps	Search results for "team schedule"	= Filter
(E) Chat	team schedule X	Apps (100)	- 11001
දිරීම Teams	🕂 Apps	Team Schedule Open	Shared Team Calendar Add
Calendar	Built for your org	Manage team assignments with ease, using timeline vi ★ 5.0 (3 ratings)	Combined calendar for all team & channel events
& Calls	Featured Top picks	Communication Project management	Communication Productivity
OneDrive	Top rated apps M365 certified	flow.team Madras Check Co.Ltd.	Zeitplan.io Devsym GmbH
Administrat	Categories	All of your projects and tasks in one place	High level project & team management tool right insid
•••	Productivity	Communication Project management	Communication Project management
+ Apps	Utilities	AnnounceBot Birthday Events Add	Add High-Tech Systems & Software
	Communication	Reminders and greetings for team birthdays, work anni 2 4.5 (20 ratings)	Schedule your team smartly and quickly 2.5 (2 ratings)
	See more	Communication Human resources & recruiting	Communication Human resources & recruiting
	Distribution	Allie Add	Ricotta Games and Trivia Ricotta Software Services Add
	Education Image your apps 1	Allie - Agile Copilot driver by Al ☆ No ratings yet	Fun Social Games, Trivia Quiz, WaterCoolers & Icebrea 🚖 4.2 (5 ratings)

You can then decide to open the app directly or to add it as a tab to a channel. In both cases you will see the same schedule.

At the first launch, you will need to sign in with your company account and give the app permission to read certain information from your company's directory.





If you are the first person in your company to install the app, you will automatically get the admin role that give you full control over the app.

Schedule Overview

Upon logging in, you will be directed to the schedule view. This is your central hub for accessing all of Team Schedule's features. Here is a detailed overview:

Navigation Bar

Located at the top, it provides quick access to different sections for customizing the experience, such as Teams, Projects, and Settings.

Here you can also find details regarding your subscription, provide feedback to the development team and find more information about the app.

	< >	Q Search (Ctrl+	E)						Devsym Gm	▲ ТР _О	- 0	×
🛞 Team Sc	hedule									<u>↑</u>	Present no	ow •••
😋 Team 🏼 🗍	Projects					- - -	Settings	🖹 Subsc	ription	P Feedba	ck (j	Info
< > 01/14/2	2025 🗸	⊥ Exp	ort 💽	Outlook			Today	Day	Work Wee	k Week	Month	Year
		January										
		Jan 1	3	4	5	6	7	8	9	10	11	12
			•									
	Image: Weight of the second	 < > <a>Team Schedule <a>Team Projects <a>1/14/2025 ∨ 	C Search (Ctrl+ Team Schedule Team Projects C > 01/14/2025 ~ Janhary Jan 1 2	Q Search (Ctrl+E) Team Schedule Team Projects > 01/14/2025 > Jantary Jantary Jantary	C Search (Ctrl+E) Team Schedule Team Projects C) 01/14/2025 Jannary Jan 1 2 3 4	Constraints of the second seco	Q Search (Ctrl+E) Team Schedule Team Projects > 01/14/2025 > Jantary Jantary Jantary	Q Search (Ctrl+E)	C Q Search (Ctrl+E) ••• •••	C Q. Search (Ctrl+E) Image: Section Schedule Image: Section Schedule <tr< th=""><th>Image: Search (Ctrl+E) Image: Search (Ctrl+E) I</th><th>C Search (Ctrl+E) </th></tr<>	Image: Search (Ctrl+E) I	C Search (Ctrl+E)

Calendar

The main section of the schedule view displays your team's schedule in a calendar format. You can switch between daily, weekly, and monthly and yearly views.

- **Export**: will export all currently loaded events with assigned team members and projects as an Excel (.xlsx) document
- **Outlook**: show appointments from the team's outlook calendar. Enabling this will increase load times significantly

Calendar subscription (ICS)

You can subscribe to a user's schedule in Outlook or other calendar apps through an ICS feed. Click on the 3-dots menu next to the name and then "Subscribe to calendar". A new dialog with the calendar URL will open up.

🖉 Devsym Gm... 🔺 TPo đji $\langle - \rangle$ Q Suchen (Ctrl+E) • • • \times Q ÷ **Team Schedule** ↑ Jetzt präsentieren ••• Aktivität Ð 👌 Team Projects ố Settings SP Feedback i Info Subscription Chat 05/20/2025 🗸 Outlook Day ÷ < > Today Work Week Week Month Year ::: Kalende May C \equiv 18 su 19 Mon 20 Tue 21 Wed 22 Thu 23 Fri 24 Sat 25 Sun Anrufe Team S.. \bigcirc TP Thomas Pentenrieder ł 04:00 PM OneDrive 🗊 Subscribe to calendar ÷) strat. ÷ m Sched. ... $\left(+\right)$ Apps 4

You can add this to URL then for example to Outlook, Google Calendar or iCloud.

Team Management

Adding Team Members

To add team members from your organization to the schedule

- Click on the **Team** button in the navigation bar
- Search for team members in the search field
- Click Add to add the person to the schedule

L ji	$\langle \rangle$	Q. Search (Ctrl+E)	🖒	Devsym Gm	A TPO	- 0	×
Q. Activity	Team Schedule				↑	Present no	w •••
(E) Chat	😋 Team 🔀 Projects	ලි Setting	gs 🖃 Suk	scription 🐣	² Feedbad	k (j	Info
COS Teams	< > 01/14/2025 ∨	Add User	>	ork Week	Week	Month	Year
Calendar		With your subscription you can add up to users, users, different users were across all teams and channels in your organization.	added so far	3	10	11	12
S Calls	TP Thomas Pentenrieder	Search in organization Add manually					
OneDrive		Q Search for a name	Add				
\$		You can enable manual ordering in the settings.					
Administrat		TP Thomas Pentenrieder	×				
+ Apps							

To add other people to the schedule that don't have an account within your organization

- Click on the Add manually tab
- Insert First name and/or Last name
- Click Add

L ji	$\langle \rangle$	Q Search (Ctrl+E) ···· 🔗 Devsym Gm 🔺 🍞 – 🗆 🗙
Q. Activity	Team Schedule	① Present now 🚥
(=) Chat	😋 Team 🏳 Projects	భ Settings 🗈 Subscription & Feedback 🕕 Info
COS Teams	< > 01/14/2025 ∨	Add User × ork Week Week Month Year
Calendar		With your subscription you can add up to users. users. different users were added so far across all teams and channels in your organization.
S Calls	TP Thomas Pentenrieder	Search in organization Add manually
OneDrive		First name Last name Add
Administrat		You can enable manual ordering in the settings.
Ream Sched		TP Thomas Pentenrieder X
••••		
+ Apps		

Removing Team Members

To remove a team member:

ſ

- Click on the **Team** button in the navigation bar
- Click the Remove icon next to the person you want to remove
- Confirm that the user and all associated events will be deleted permanently

E lji	$\langle \rangle$	Q Search (Ctrl+E) 🔒 Devsym Gm 🔺 TP – 🗆 🗙
Q Activity	Team Schedule	1 Present now
(=) Chat	😋 Team 🍞 Projects	பி Subscription go Feedback () Info
COO Teams	< > 01/14/2025 √	Add User × Ork Week Month Year
Calendar		With your subscription you can add up to users. users. different users were added so far across all teams and channels in your organization.
& Calls	TP Thomas Pentenrieder	Search in organization Add manually
OneDrive		Q Search for a name Add
Administrat		You can enable manual ordering in the settings.
team Sched		
••••		
+		
Apps		
		· >

Projects Management

Add Projects

To add projects

- Click on the Projects button in the navigation bar
- Click on the New Projects button
- Add a Project Name and optionally configure the other properties^

L ji	$\langle \rangle$	Q Search (Ctrl+E)	🔗 Devsym Gm 🔺 🃭 – 🗆 🗙
Q. Activity	Team Schedule		↑ Present now ···
(=) Chat	😋 Team 🄀 Projects		형 Settings 🖹 Subscription & Feedback 🛈 Info
COO Teams	< > 01/14/2025 ∨	Projects	X Ork Week Week Month Year
Calendar		+ New Project	My New Project) 10 11 12
& Calls	TP Thomas Pentenrieder	First Project	Notes
OneDrive			Color
Administrat			# f44336
Team Sched			
•••			Archived
+ Apps			
			🖺 Save
		4	,

Edit Projects

To add projects

- Click on the **Projects** button in the navigation bar
- Select the Project you want to edit
- Edit the Project and click on Save

Delete Projects

To delete projects

- Click on the **Projects** button in the navigation bar
- Click on the menu button next to the project you want to delete
- Click on **Delete**
- Confirm that the project will be deleted permanently

If you want to remove projects from the dropdown list but not delete it completely you can instead archive it.

Archived Projects

Projects that are marked as Archived will not show up in the Projects dropdown when creating or editing events. They can be found in the Projects overlay in the Archived tab.

L ii	$\langle \rangle$	Q Search (Ctrl+E)		··· 🐣 Devsym Gm.	. 🔺 тр		
Q. Activity	Team Schedule				(†	Present no	w •••
(=) Chat	😋 Team 🍞 Projects		ঠ্টে Setting:	s 🖃 Subscription	൙ Feedba	ck (i)	Info
Chat Chat Chat Teams Calendar Calendar Calendar Calendar Administrat Administrat Team Sched	CP Thomas Pentenrieder	Projects + New Project Active Archived Archived Project		X ork We	k Week	Month 11	Year
			-				•

Settings

General

To update the global app settings

- Click on the **Settings** button in the navigation bar.
- Here you can adjust settings that are applied throughout the app and for all users

L ji	$\langle \rangle$	Q Search (Ctrl+E)	🔮 Devsym Gm 🔺 (TP) – 🗆 🗙
Q. Activity	Team Schedule		↑ Present now ···
(E) Chat	😋 Team 🄀 Projects		🕸 Settings 🖹 Subscription 🔗 Feedback 🕕 Info
දිරි Teams	< > 01/14/2025 ∨	⊥ Export Outlook	Today Day Work Week Week Month Year
Calendar		Settings) 10 11 12
& Calls	TP Thomas Pentenrieder	General Permissions	
OneDrive		# 5b5fc7	
Administrat		Date format MM/dd/yyyy V	
Team Sched		Time format	
•••		Order users by	
+ Apps		First name 🗸 🗸	
			Cancel

Permissions

As an Admin you can grant access to the app to other users within your company. By default, users without a role are not able to see the schedule.

The following roles are available:

• Admin

Can edit events, team, projects and settings.

Self-Editor

Can view all appointments and edit their own

• Viewer

Can only view the schedule, but can't edit any events or change the team, projects or settings.

• None Explicitly prohibit access to the app for this user



Troubleshooting

Here are some common issues that can occur when working with Microsoft Teams and Team Schedule:

• Error Message: "There was a problem reaching this app" This usually indicates a temporary issue with the Microsoft Teams Client or network access.

To verify this, you can open the app inside the browser: https://teams.microsoft.com/l/app/64efdfeb-781c-4c81-ab3afced212e50db?webjoin=true

If this doesn't work as well, please contact support@devsym.de



Support and Assistance

Contact Support

- If you need help or have any questions, you can contact us directly at support@devsym.de
- For feature suggestions or issues that are not urgent please use the **Feedback** form inside the application

Conclusion

Team Schedule is designed to make managing your team's schedules easier and more efficient. By following this documentation, you will be well-equipped to take advantage of all the features and benefits that Team Schedule has to offer. Should you require further assistance, do not hesitate to reach out to our support team.

Thank you for choosing Team Schedule, and we wish you great success in your projects!