

Financial Times for Microsoft Teams app guide



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Introduction

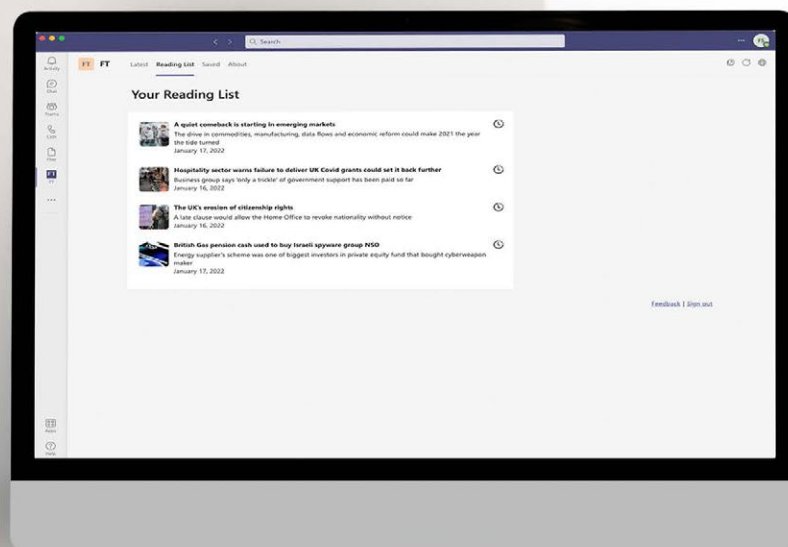
What is the FT app for Microsoft Teams?

The FT app for Microsoft Teams is an integration that brings user-relevant FT content into the Microsoft Teams environment. Through the FT for Teams app, users get the latest news on topics they already follow on FT.com integrated within their chat and collaboration tools.

What are the main features of the app?

By using the FT app for Microsoft Teams, users can;

- **See the latest article headlines** for topics they follow on FT.com.
- **Save articles** to a reading list.
- Quickly **copy article links** or share them over email.
- **View articles saved** using the myFT feature on FT.com or the FT mobile app
- Bring **FT coverage on clients, competitors, focus industries** and other related topics they are following into their everyday workflow.

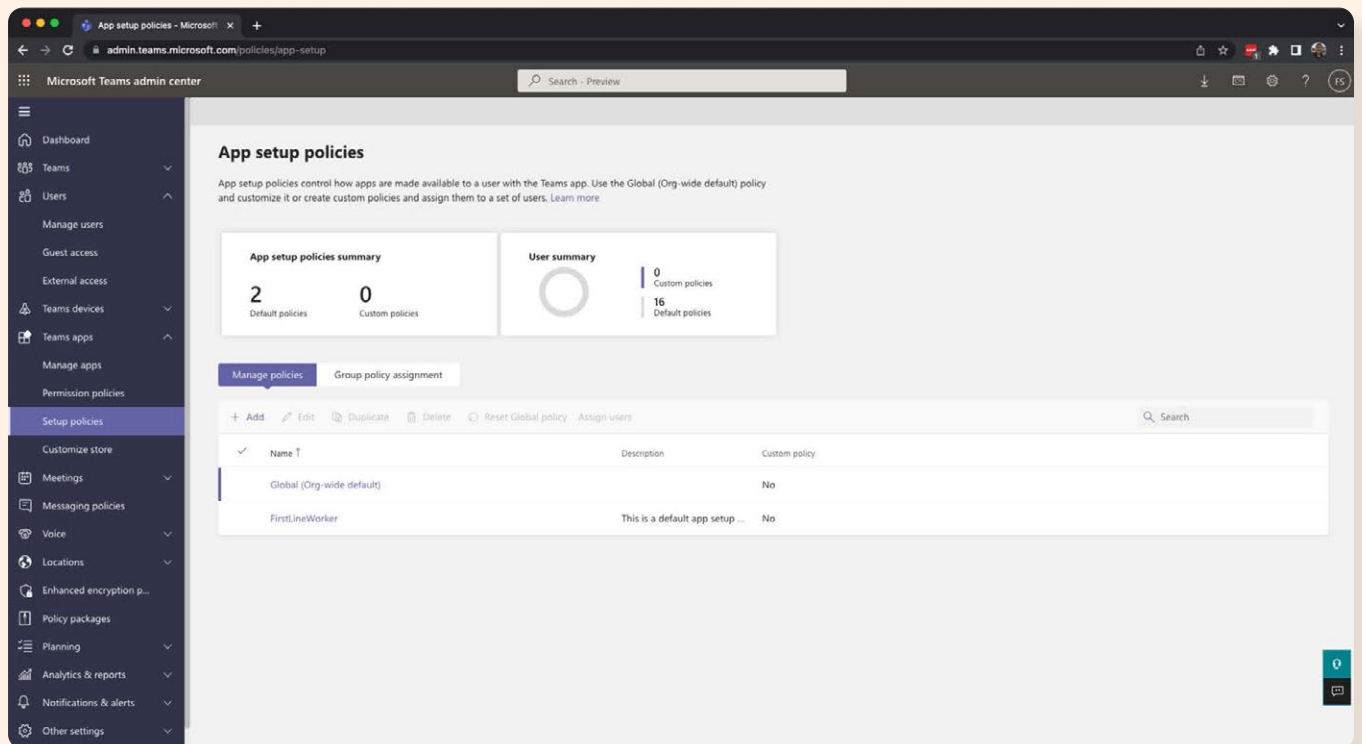


Installation overview for system admins

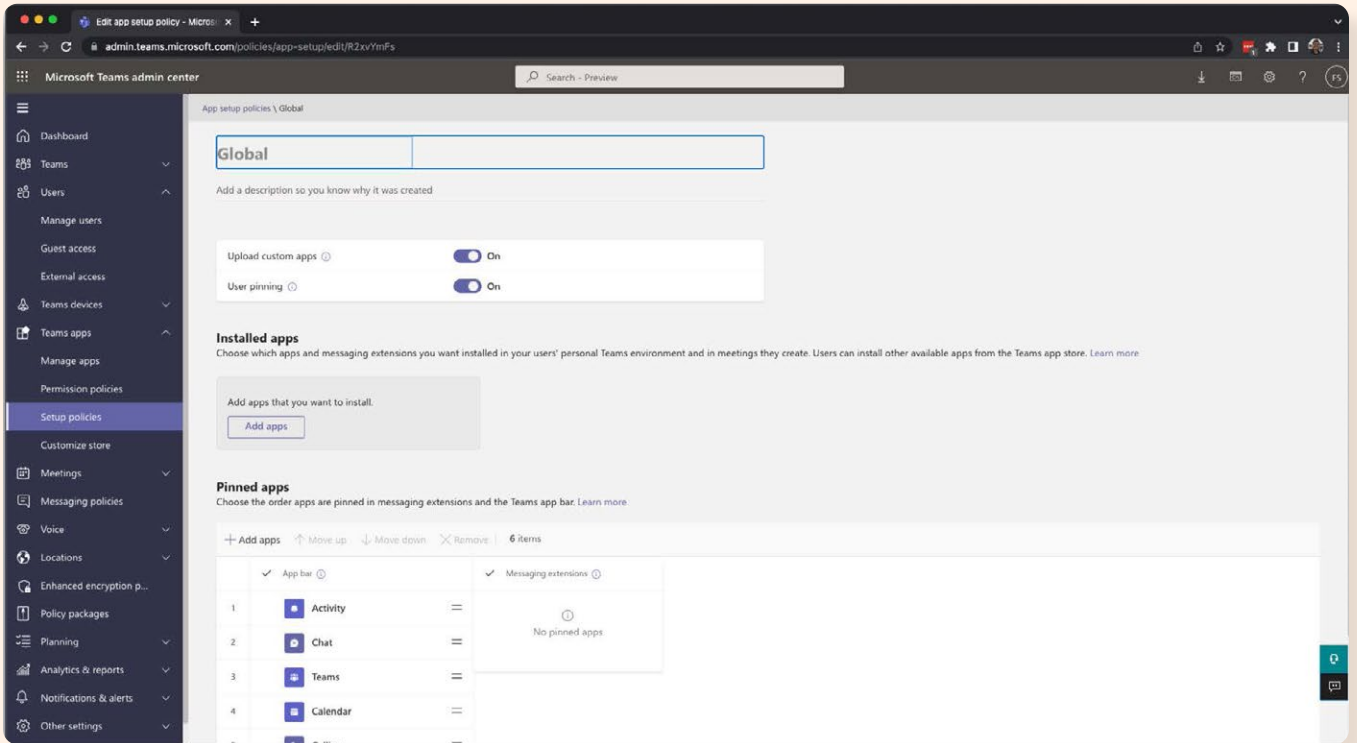
Installation overview for system admins

This section of the guide is just for system admins and explains the steps for installing the FT app for all users in your instance of Microsoft Teams. If you're a user of Teams but not a system admin, [skip to the next section](#) to get started.

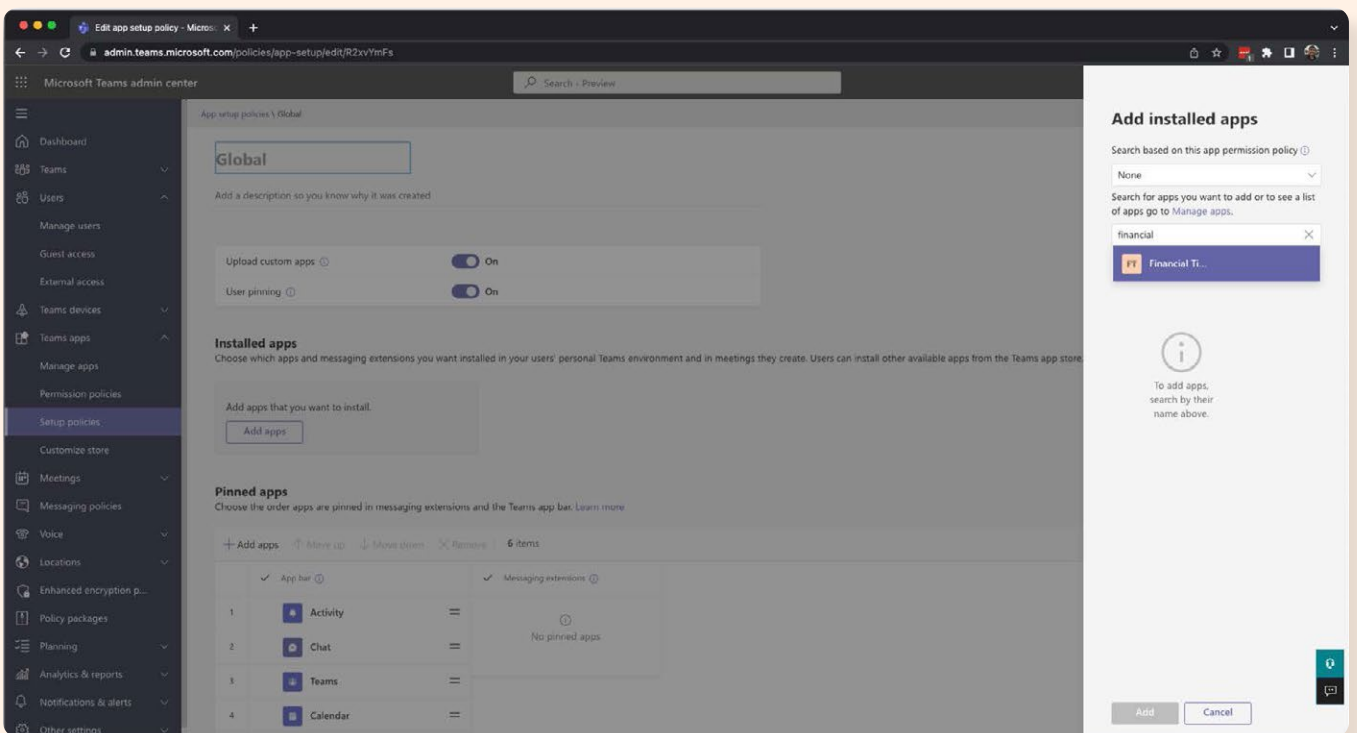
1. Visit your [Teams admin panel](#) and navigate to **Teams apps > Setup policies**



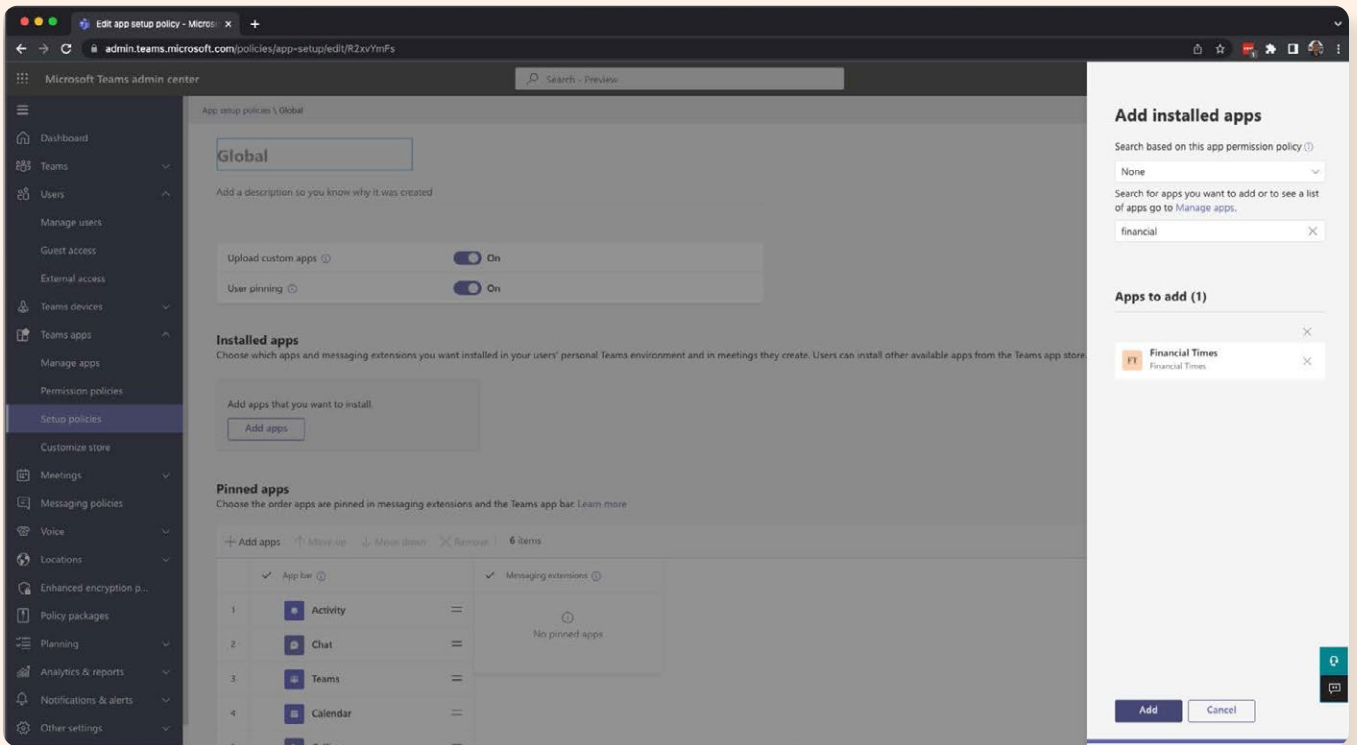
2. On “Installed apps”, click on “Add apps”



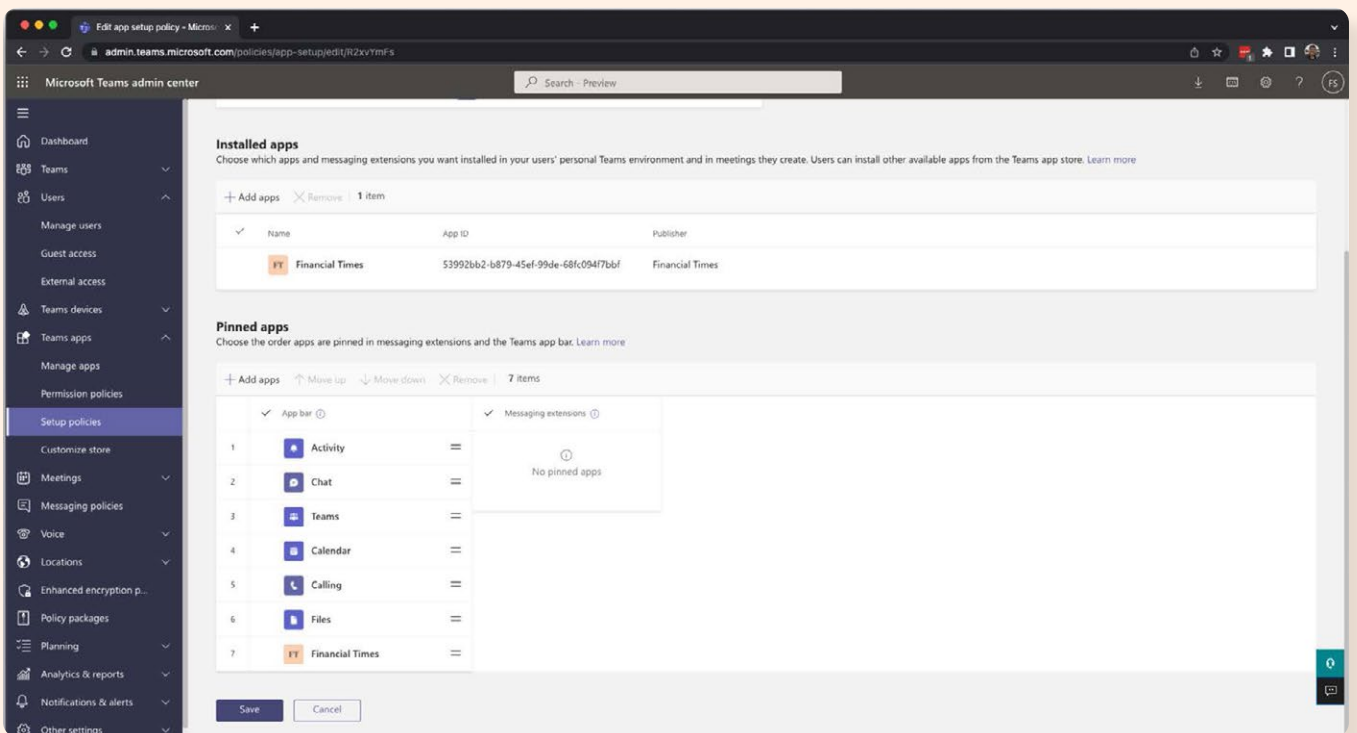
3. Search for “Financial Times” and add the app



4. Click on “Add”



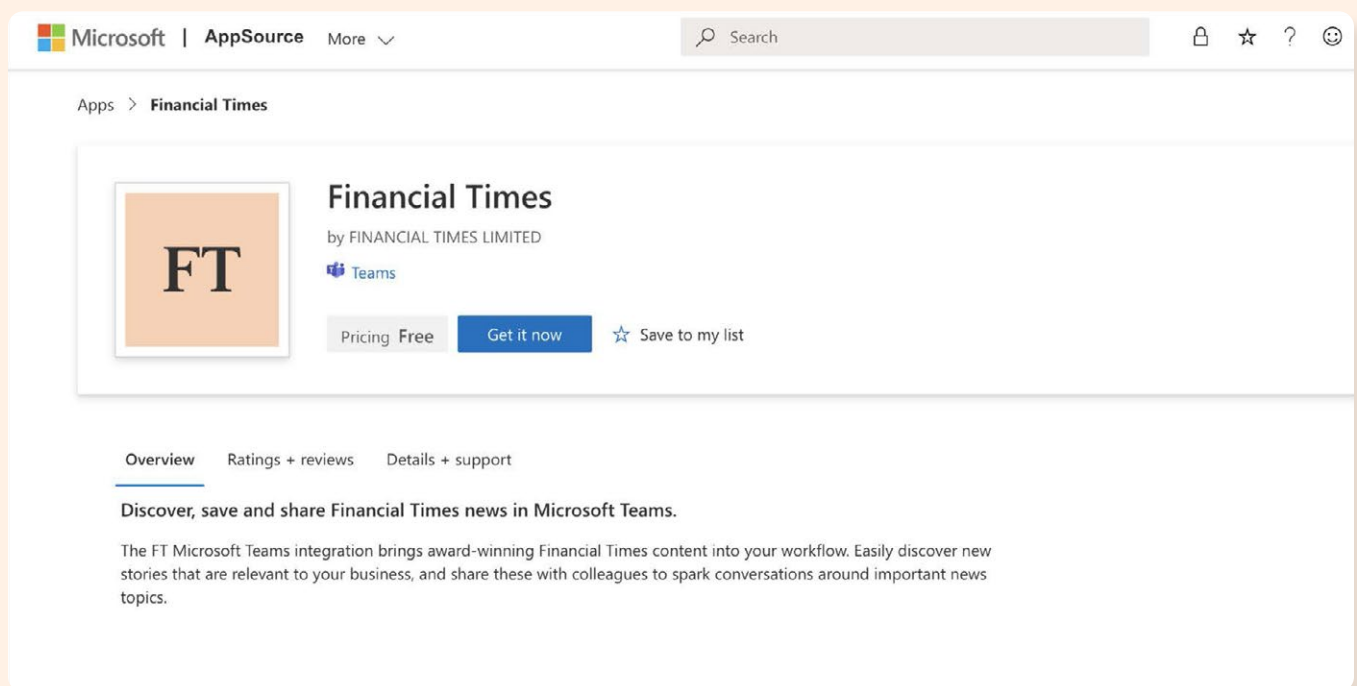
5. Pin the app (optional) and click on “Save” to finish the process



Access for users

If the FT app has not been installed by your Microsoft Teams system administrator, it is also available to download on an individual basis from the [Microsoft Teams store](#).

Visit the link above or go to the store and search “Financial Times”:

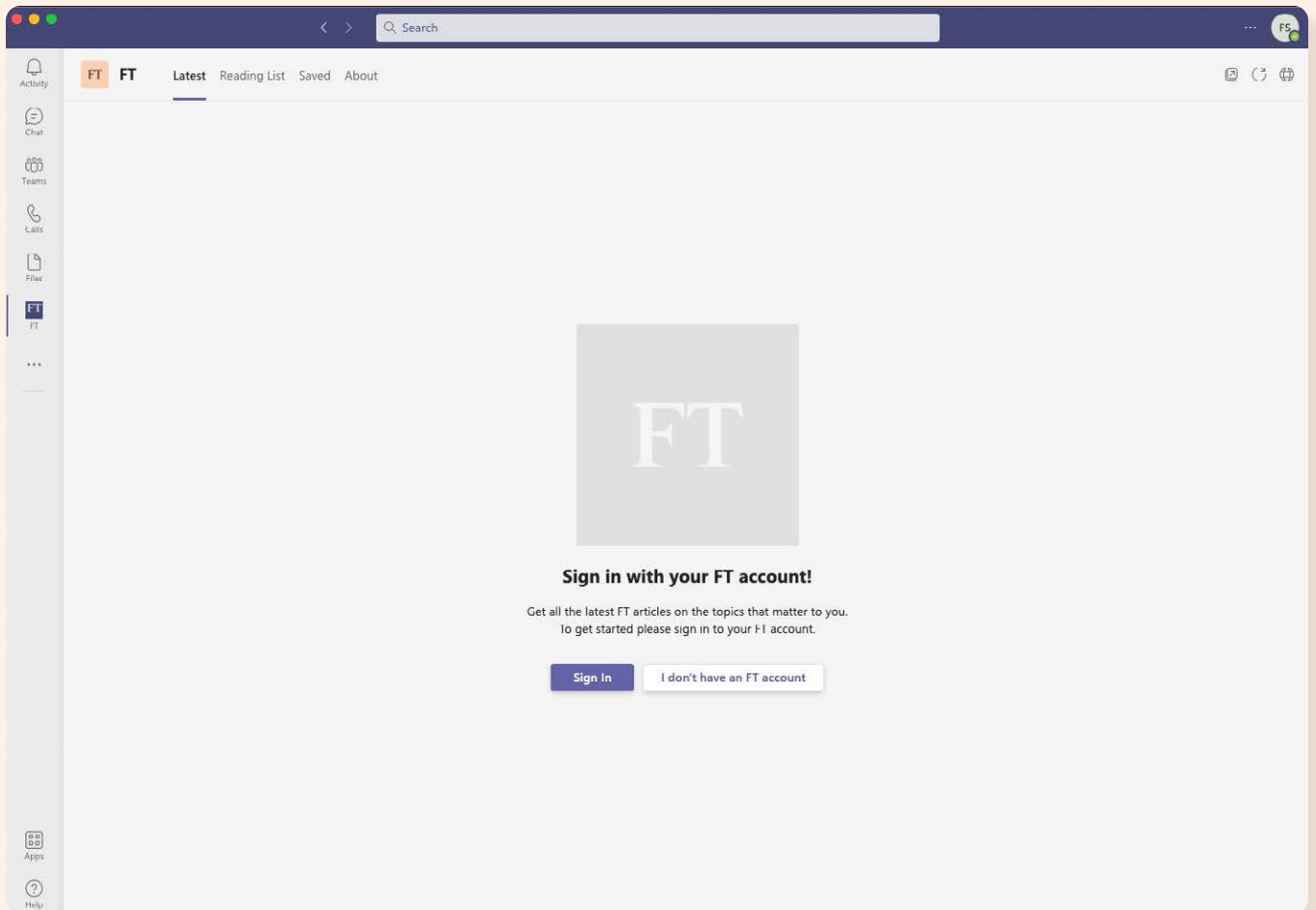


The FT app for Microsoft Teams requires a one-time authentication process to connect the Teams environment with your FT.com account.

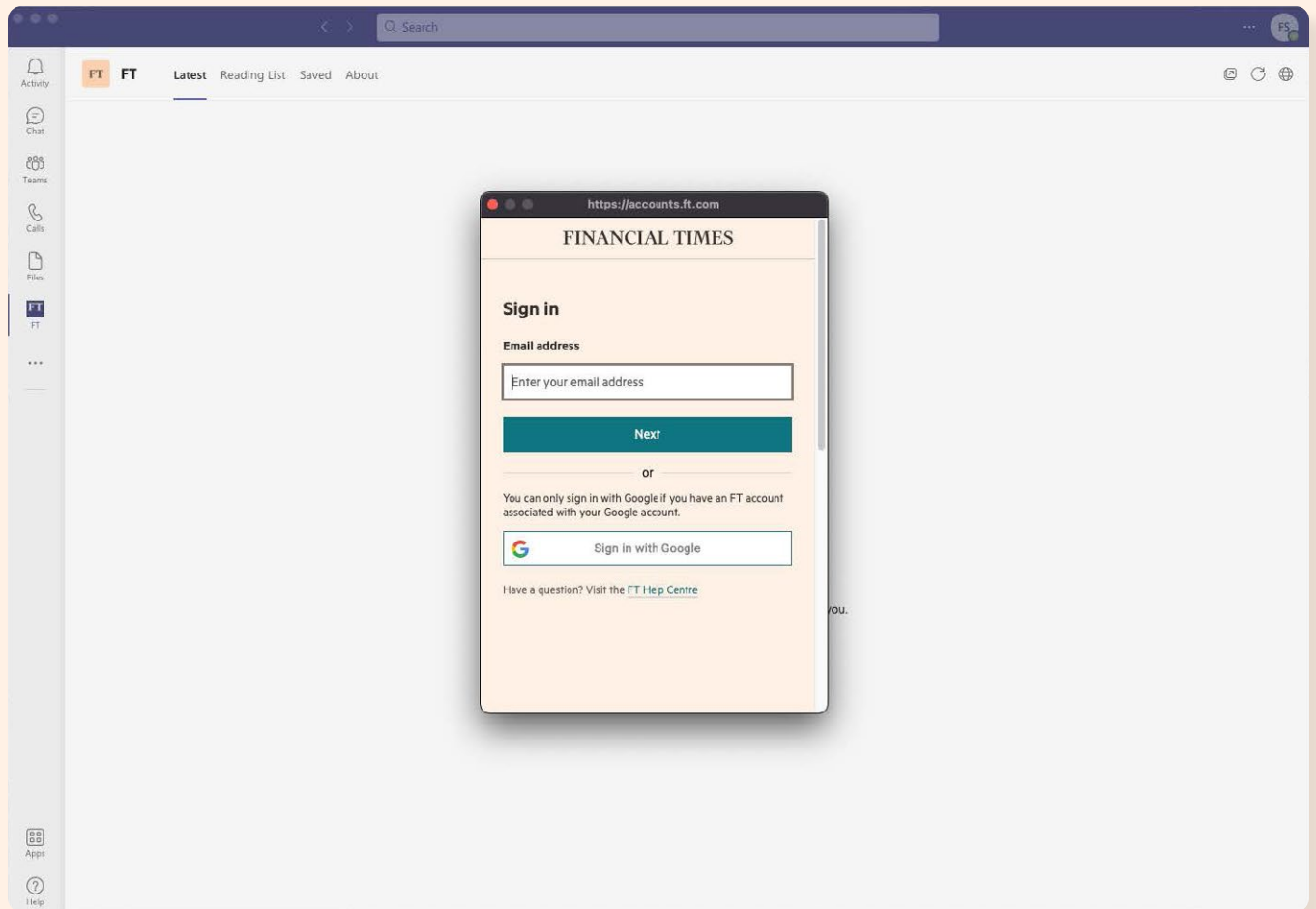
After installing the app for the first time, you'll be prompted to allow the app to access your personal data (Teams user and tenant ID) to use the app. This process can be skipped if those permissions have been granted by your Microsoft Teams administrator.

This screen may require you to authenticate with your Teams credentials for security reasons.

After this, you will be prompted to link your FT.com account with the app:



Clicking the “Sign in” button will display the FT.com authentication page. If you don’t already have an account, select the “I don’t have an account” option and become a registered user. Registered users can read 3 FT.com articles each month and will be able to set up topics and view headlines.



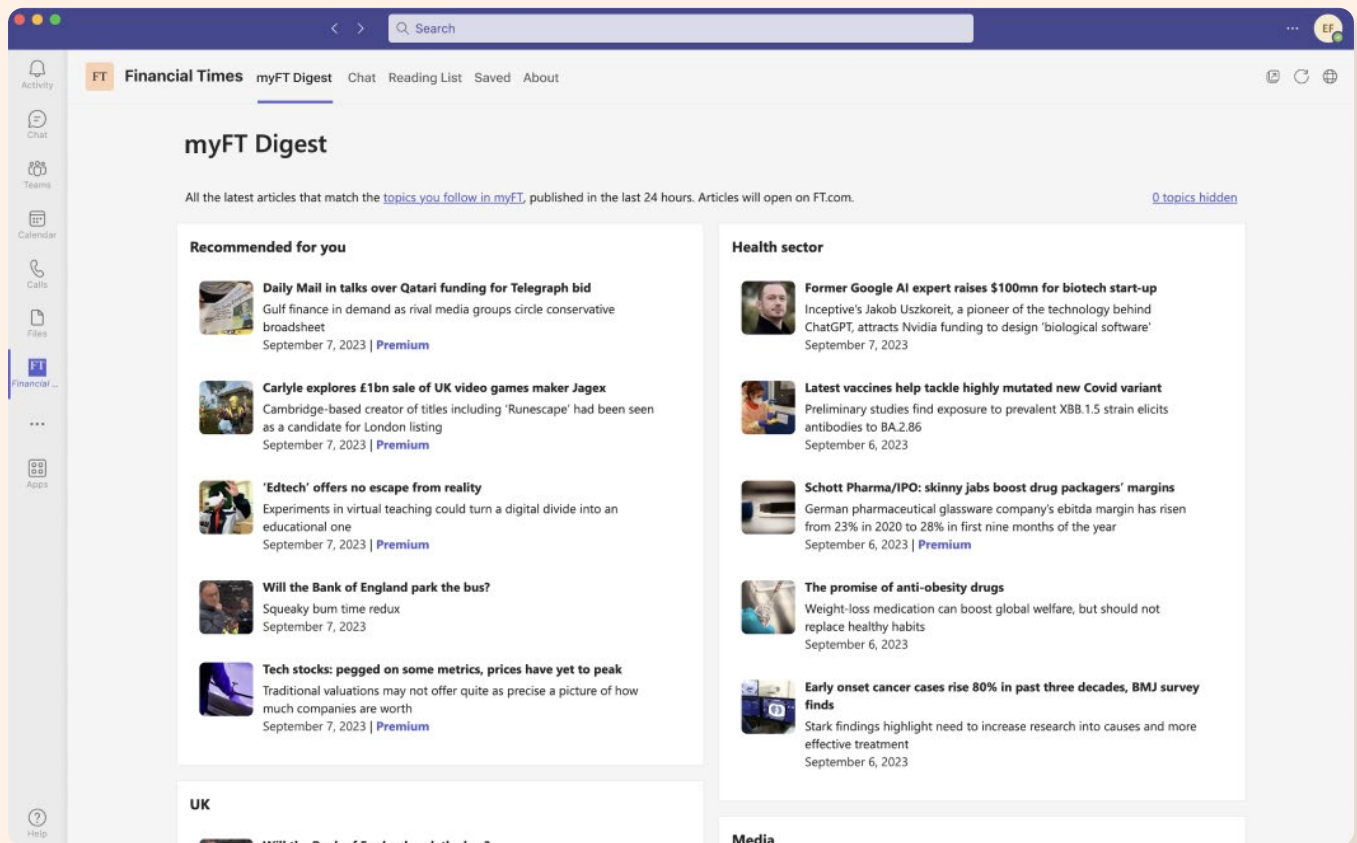
The login process will link your Microsoft Teams account with your FT.com one. This is a one-time event that will keep you authenticated in all your Teams sessions (including on other devices, such as the Microsoft Teams mobile app).

The same FT.com account can be linked to multiple Microsoft Teams users in different tenants. In this case, the user has access to the same content but each Teams account will keep its own settings, including the reading list and personalised topics.

Features

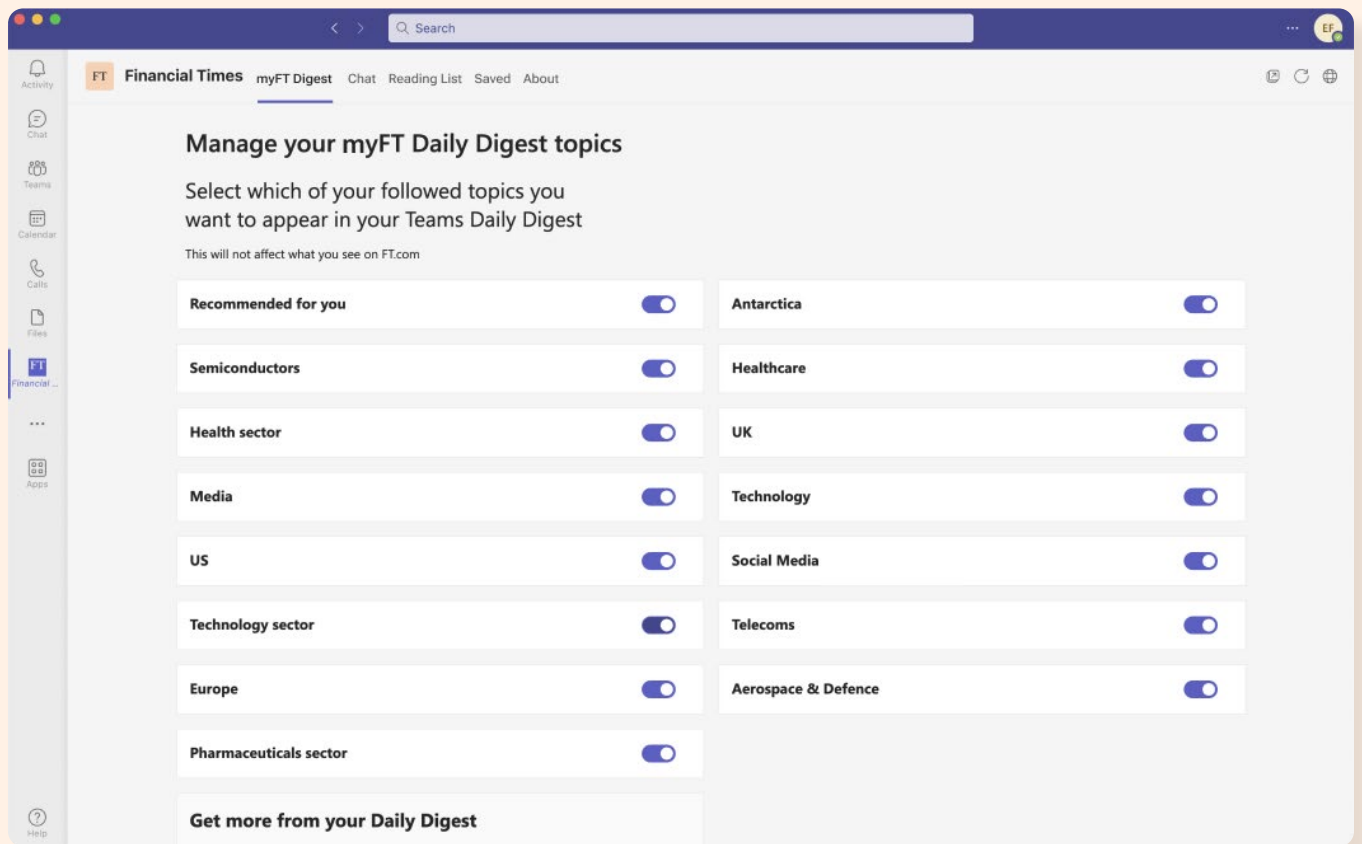
View your myFT daily digest

See the latest news published in the last 24 hours for topics you're following in myFT and click to view the articles in your browser. Save an article to your reading list, or open the share pop-up with options to copy the link and send it by email.



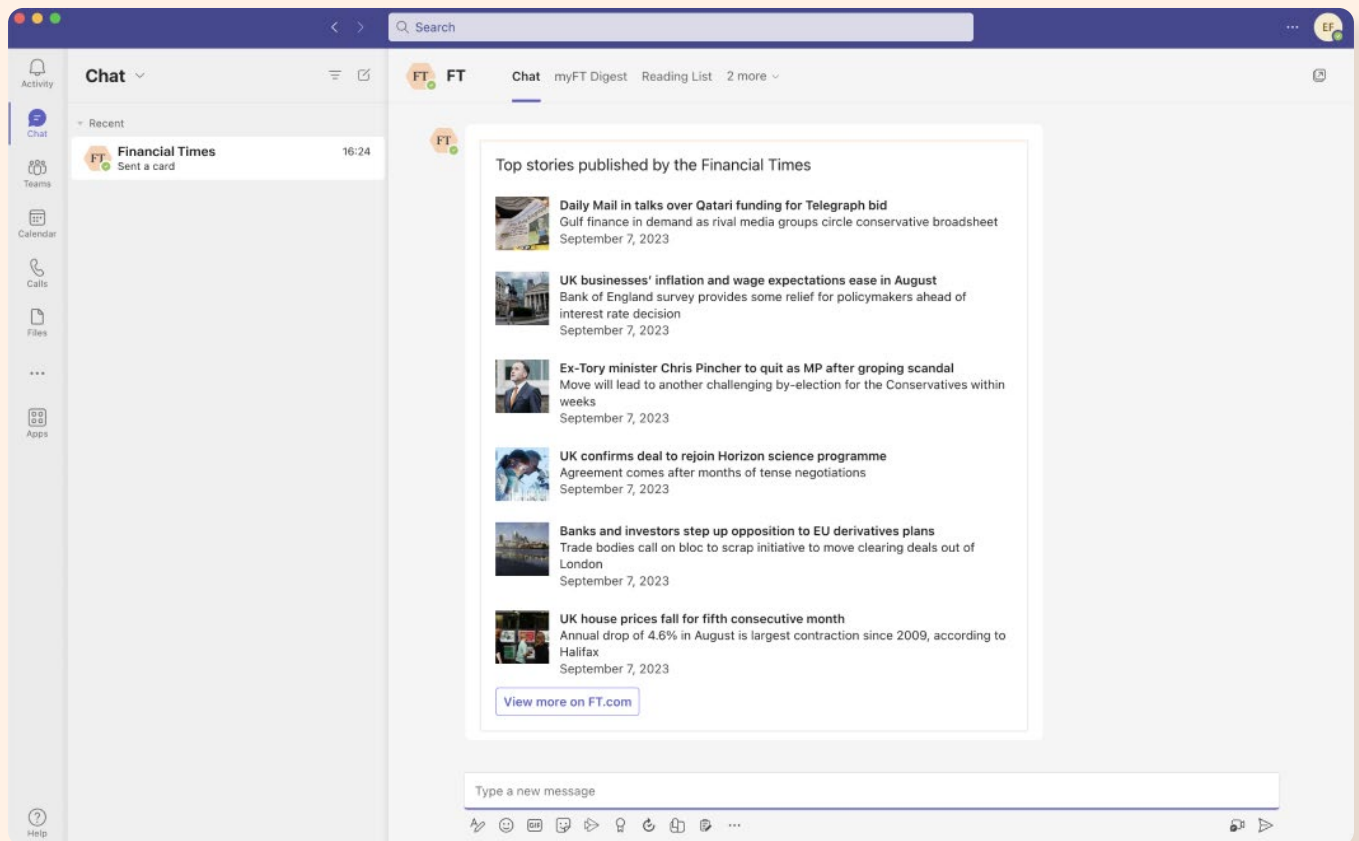
Manage your myFT digest topics

Select to hide particular topics from your homepage, for example to help split personal from work interests. Articles from the hidden topics are not displayed in the digest (“Latest”) tab. All changes happen as soon as you switch any toggle. The list of topics is loaded from your myFT preferences and can be updated on FT.com.



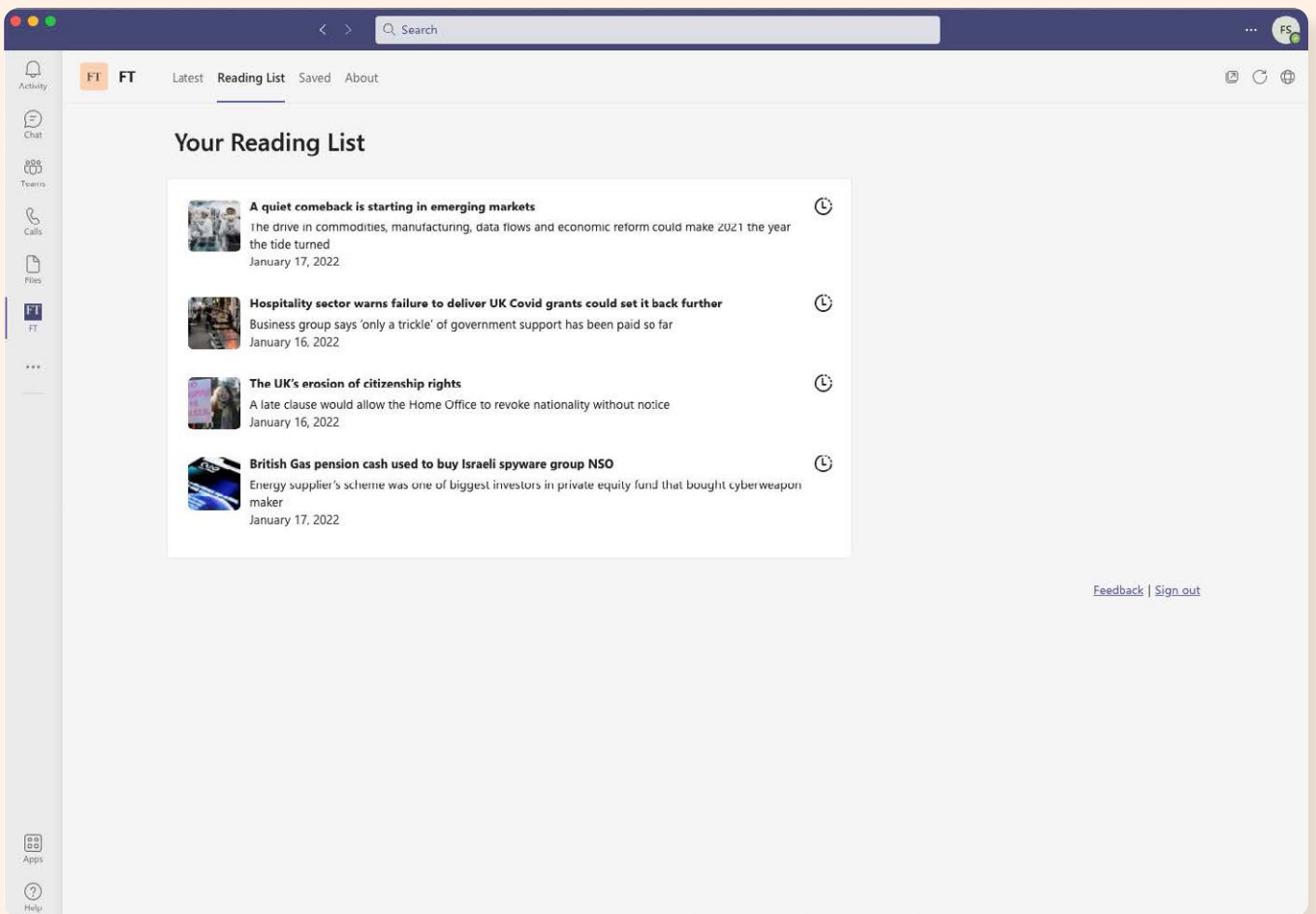
Quickly share articles via the chat function

Use simple commands to surface the latest FT content, top stories and recommended articles. Type 'for me' to view API recommended articles or 'help' to see how else you can use the chat tab.



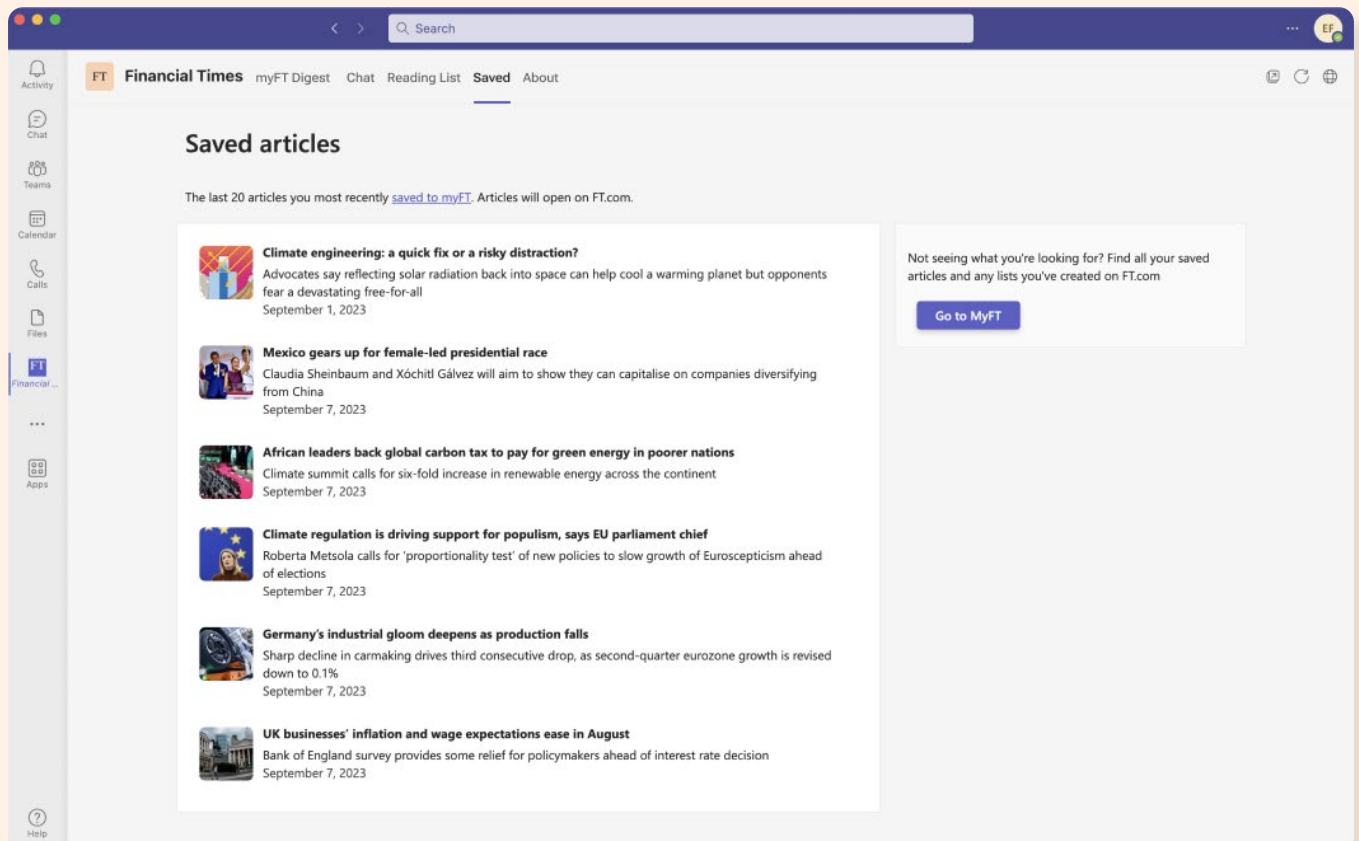
Create an FT reading list in Teams

See a list of articles you've marked to read later. This list is exclusively managed within Microsoft Teams and is useful for those times when you spot an interesting article but don't have time to read it at that moment. You can also remove articles from your list and use the share icon to distribute the article link more widely.



View saved articles

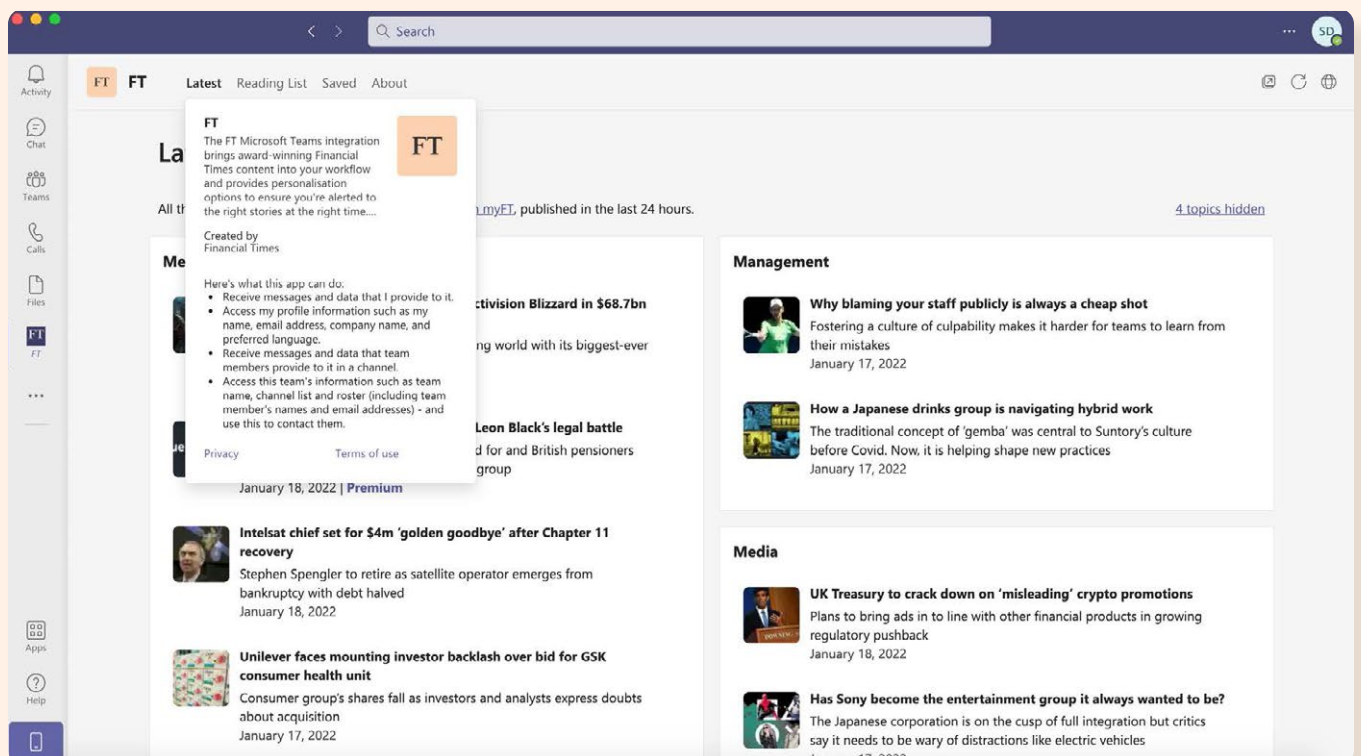
View articles that are in your saved list in myFT. This provides a quick link to articles you might have saved to read later while browsing FT.com or the FT mobile app. Simply click the share icon to copy the URL or send it via email.



Data collection and storage

We only store data necessary to provide the service. All data is stored securely, following the standards described in the [Financial Times Privacy Policy](#).

Privacy policy and T&Cs are also readily available when in the FT app by clicking on the logo in the upper left hand side:



We delete all personal data stored in the context of the FT App for Microsoft Teams, including the settings and reading list when a user unlinks their FT account in the app.

We will retain your data as long as you maintain an active account with the FT App on Microsoft Teams. We consider your account to be inactive if we don't detect any interaction

after a period of seven years. In this case we will delete all information that we have stored in the context of the app.

All requests made between the FT Teams App and our services use encryption technology, such as Transport Layer Security (TLS), to protect your personal information.

FT PROFESSIONAL

About the Financial Times

FT Professional helps reduce noise and save valuable time by providing access to relevant market intelligence delivered via the media and technologies that suit you best.

Find out how you can equip your teams here professional.ft.com