



# ADDING THE ADP ASSIST™ AGENT TO MICROSOFT TEAMS

## Instructional guide

This guide will help you successfully add the ADP Assist agent to your organization's instance of Microsoft Teams, giving your people access to ADP's HR and payroll expertise directly in Microsoft Teams.



**Note:** To add ADP Assist to Microsoft Teams, you must be an Entra tenant administrator for your organization.

## How to download and enable the agent directly from the Microsoft 365 Admin Center

### Step 1: Navigate to the ADP Assist agent

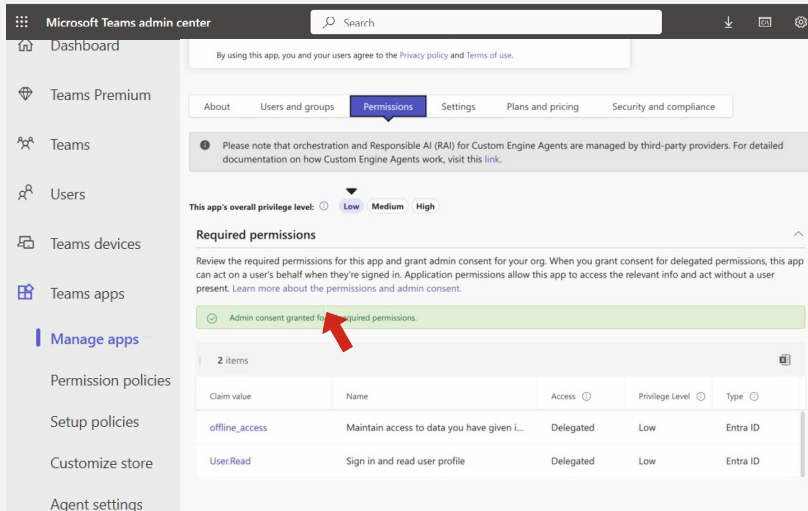
- 1 To get started adding ADP Assist to Microsoft Teams, navigate to the [Microsoft 365 Admin Center](#).
- 2 From the Microsoft 365 Admin Center, select **Settings > Integrated Apps** or **Copilot Agents** from the navigation.
- 3 Type "ADP Assist" into the search bar to find the agent in the catalog. This catalog acts as the "agent store" for admins.
- 4 Once you've found the ADP Assist agent, click on the listing.

The screenshot shows the Microsoft Teams admin center interface. The left navigation pane has "Manage apps" selected. The main content area displays a list of apps with a search bar containing "ADP". The "ADP Assist" agent is highlighted in the list.

Name	Supported on	Available to	Certification	App status
<b>ADP Assist</b> A custom engine agent for Teams that connects to ADP Assi		Everyone (org-wide default)	--	Unblocked

## Step 2: Accept permissions

- 1 Once you've navigated to the ADP Assist listing and reviewed the listing information, go to the **Required permissions** section, review the permissions and select **Approve** to approve the app.



Microsoft Teams admin center

Dashboard

By using this app, you and your users agree to the Privacy policy and Terms of use.

About Users and groups **Permissions** Settings Plans and pricing Security and compliance

Please note that orchestration and Responsible AI (RAI) for Custom Engine Agents are managed by third-party providers. For detailed documentation on how Custom Engine Agents work, visit this link.

This app's overall privilege level: **Low** Medium High

**Required permissions**

Review the required permissions for this app and grant admin consent for your org. When you grant consent for delegated permissions, this app can act on a user's behalf when they're signed in. Application permissions allow this app to access the relevant info and act without a user present. Learn more about the permissions and admin consent.

Admin consent granted for required permissions.

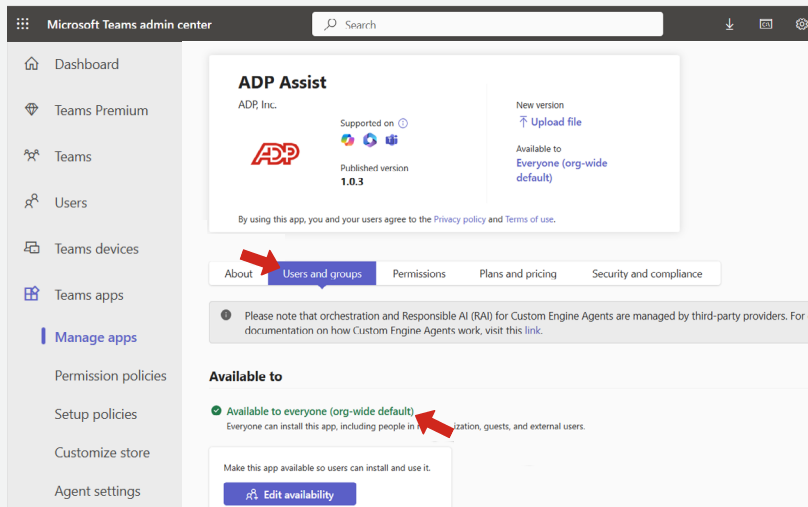
2 items

Claim value	Name	Access	Privilege Level	Type
offline_access	Maintain access to data you have given i...	Delegated	Low	Entra ID
User.Read	Sign in and read user profile	Delegated	Low	Entra ID

## Step 3: Assign the agent to your people

Now that you've accepted the required permissions, you're ready to assign people access to the agent.

- 1 Choose **Assign to Everyone** to give everyone in your organization access or select **Specific users and groups** to grant access to a subset of users.



Microsoft Teams admin center

Dashboard

Teams Premium

Teams

Users

Teams devices

Teams apps

**Manage apps**

Permission policies

Setup policies

Customize store

Agent settings

**ADP Assist**  
ADP, Inc.

Supported on

Published version **1.0.3**

New version [Upload file](#)

Available to **Everyone (org-wide default)**

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**Available to**

**Available to everyone (org-wide default)**  
Everyone can install this app, including people in your organization, guests, and external users.

Make this app available so users can install and use it.

[Edit availability](#)



# How to install the agent for your people



After a person is assigned access to the agent, they need to install it in their Teams instance before they can use it. You can either preinstall the agent for any or all of the users who have been assigned access, or they can install it themselves.

## Option 1: Preinstall ADP Assist for Microsoft Teams (recommended)

To give your people easy access to ADP Assist in Microsoft Teams, your Microsoft administrator can [follow these instructions](#) to preinstall it for your users, after which the agent will automatically appear in users' Teams instance.

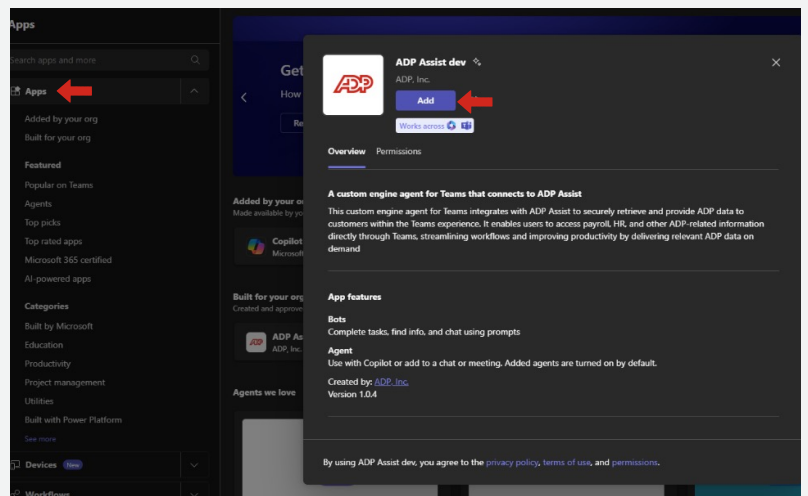
Once your Microsoft administrator has followed all the steps outlined above, people in your organization can view the agent in Teams.

## Option 2: Allow people to find and install the ADP Assist for Microsoft Teams

There are two ways for your people to find and enable the ADP Assist agent for Teams.

### USING MICROSOFT TEAMS

- 1 Open **Teams** and select **Apps** located in the bottom-left navigation.
- 2 Search for the agent by typing "ADP Assist" in the Apps section of Teams.
- 3 Select **Add** to include it in your Teams client.
- 4 If ADP Assist has been preinstalled by your administrator, it will automatically appear in your Teams sidebar.



### USING COPILOT CHAT

- 1 Open **Copilot Chat** in Microsoft 365.
- 2 Navigate to the **Agents** tab (or **Agent Store** if available).
- 3 Search for the agent by typing "ADP Assist".
- 4 Select Add or Activate.
- 5 The agent will now appear in your Copilot Chat sidebar.

