**Trello**

The Trello app allows you to integrate Teams with Trello to organize your projects and work. You can use the Trello app as a tab within a chat/channel, insert content from the app directly into conversations/chats, get notified of activities done in Trello and interact with the Trello bot.

Please Note: It is important that if you are attaching GW documents to cards in Trello, that the content that is uploaded remains consistent with GW’s data information privacy policies located here: [GW Privacy Policies](#).

**How to Use**

1. To add the Trello app, please follow these instructions: [Add an App to Microsoft Teams](#).
2. **Please Note:** The same permissions and settings of your Trello board are effective in the Team integration. If your Team members, or individuals you are sharing cards with do not have access to the board in Trello, they will not be granted access. The owner of the Trello board would need to add the appropriate email address to the board in Trello.

**Logging In**

1. After adding the Trello app, you will be prompted to Login. The experience will differ depending on where you interact with the app for the first time
   
   a. **Within the Trello app**
   
   ![Trello app](image)

   b. **Within a Chat/Conversation,**

   ![Chat with Trello](image)

   c. **When interacting with the Trello Bot**
When adding Trello as a tab

2. After choosing to Log In/Sign in, you will be presented with a dialogue asking you to confirm giving Teams access to your Trello boards.

3. Click ‘Log in’ and you will be presented with the login screen. Choose the appropriate option to login, this will be the same method as when you navigate to www.trello.com via a web browser.
Conversations/Chats

1. While in a conversation or chat window, select the Trello app.

2. This will open the Trello app, where you can share cards with the recipients.
1. In the desired Teams channel, click the ‘+’ sign

2. Click on Trello

3. By selecting one of the cards, the Trello card will be added to your message to be sent to your conversation and/or chat recipients

4. By hitting the send button or pressing ‘Enter’ on your keyboard, the message will be sent
2. In the Add a tab dialogue that is presented, select Trello. If the app does not show, you can also search for the app using the search box.

3. Click ‘Add’

4. Select the board you would like to add and click ‘Save’
5. The board will be added as a tab in the channel
Using Trello Bot

1. Chat/Conversation
   a. Type `@trello` within a chat/conversation.
   
   ![Suggestion](image)

   b. Interact with the Trello bot by pushing Enter or the space bar on your keyboard.
   
   ![Trello Search](image)

   c. Type in your search term to bring up cards related to your search.
   
   ![Add Card to Trello](image)

   d. Select the card you would like to share and send.

2. Teams Search
   a. At the top of the Teams window, in the search bar, type `@trello` and push Enter or the space bar on the keyboard to begin interacting with the Trello bot.
   b. Type in your search term to bring up cards related to your search.
   c. You can copy a link to the article to be pasted elsewhere by selecting the card of relevance.
Using the Trello App

1. Click the three dots in the left navigation to bring up a list of apps.

2. Select or search for ‘Trello’. This will open the Trello App.

3. Here you can use the appropriate tabs to navigate and interact with the Trello app.