KNOWLEDGE BASE ARTICLE

How to Add QR Code Generator to Microsoft Teams



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Introduction

Many employees spend most of the day in **Microsoft Teams** and not on the intranet. QR Code Generator ships as a Teams application, so a **QR code** can be made where the work happens: in a **personal app** in the Teams sidebar, or in a **tab** of a channel that shows a code prepared for the whole team. The tabs, the design sections and the buttons are the same as on a **SharePoint** page.

This article covers two steps: making the app available in Teams, and adding it as a personal app or a channel tab. It assumes that the QR Code Generator package is already deployed to the **app catalog** of your **tenant**.

Tip

If the product is not installed yet, start with KB10263. How to Add QR Code Generator to a Page and Create Your First QR Code, then come back here.

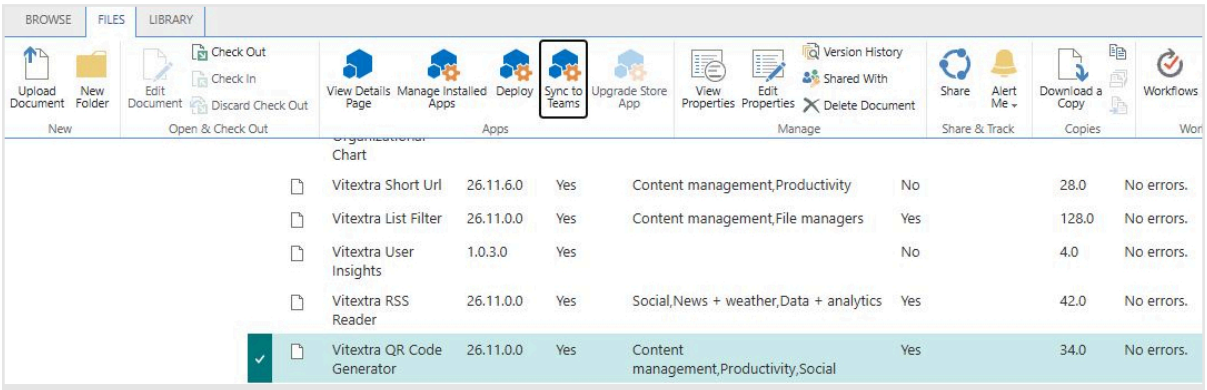
Prerequisites

- To sync the app to Teams you need to manage the **SharePoint app catalog** - typically the **SharePoint Administrator** role.
- To add an already synced app as a personal app, no special permissions are needed: any user can do it from the **Teams app** store, as long as your Teams administrator allows custom apps built for your organization.
- To add the app as a channel tab you need to be a member of the team; team owners may restrict who can add tabs.

Making the app available in Teams

1 Open the Microsoft 365 admin center and go to **SharePoint** under **Admin centers**.
2 In the **SharePoint admin center**, select **More features**, then click **Open** under **Apps** and go to the **App Catalog** → **Apps for SharePoint**.
3 Select the **Vitextra QR Code Generator** package in the **list**, open the **FILES** tab of the ribbon and click **Sync to Teams**.

A notification *Successfully synced teams solution* confirms that the Teams app package has been published to the app store of your organization. The Teams app is linked to the SharePoint package, so updates installed in the app catalog apply to Teams as well.

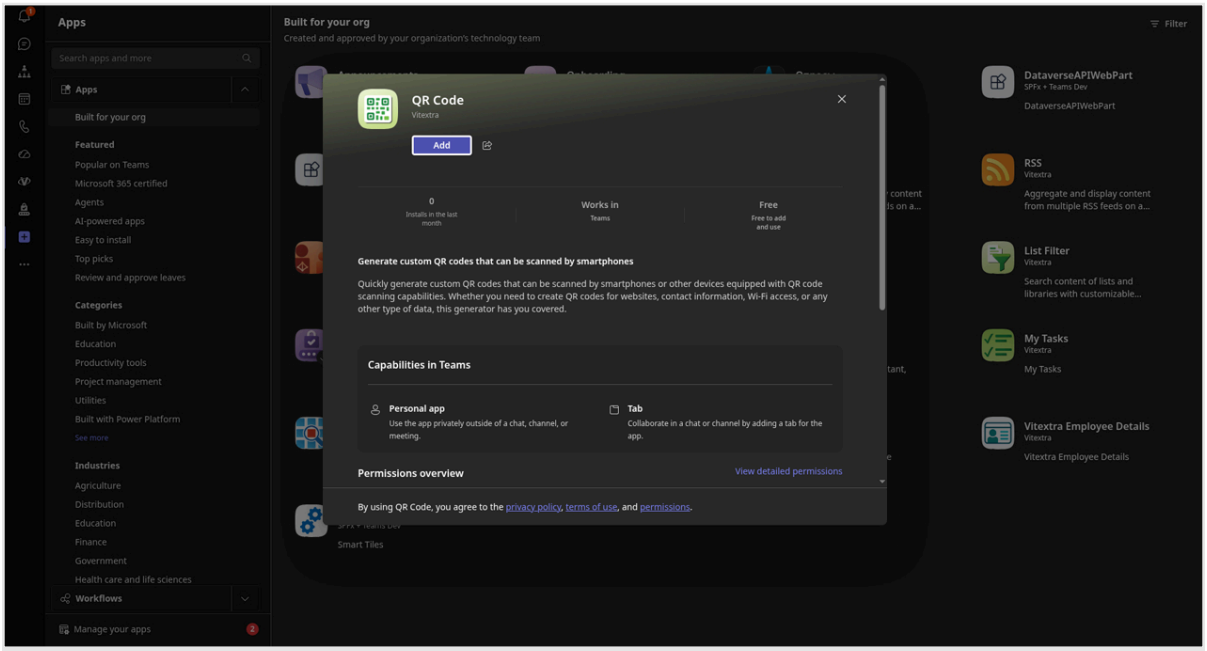


Publishing the app to Teams

Adding the generator as a personal app

1 In Microsoft Teams, click **Apps** in the left sidebar.
2 Select **Built for your org** in the category list - this is where the apps synced from your own app catalog appear.
3 Find the **QR Code** tile published by Vitextra and click it.
4 On the details page, click **Add** (not *Add to a team*).

The app appears in the left sidebar. Open it, and the generator is ready to work: select a tab, enter the data and take the code with **Copy** or **Download**.



The app in the Teams app store

Note

A personal app has no page to store settings on. Every time it is opened, the generator starts with the default design and the **URL** tab; the data entered earlier is not kept. To keep a prepared code, use a channel tab or a SharePoint page.

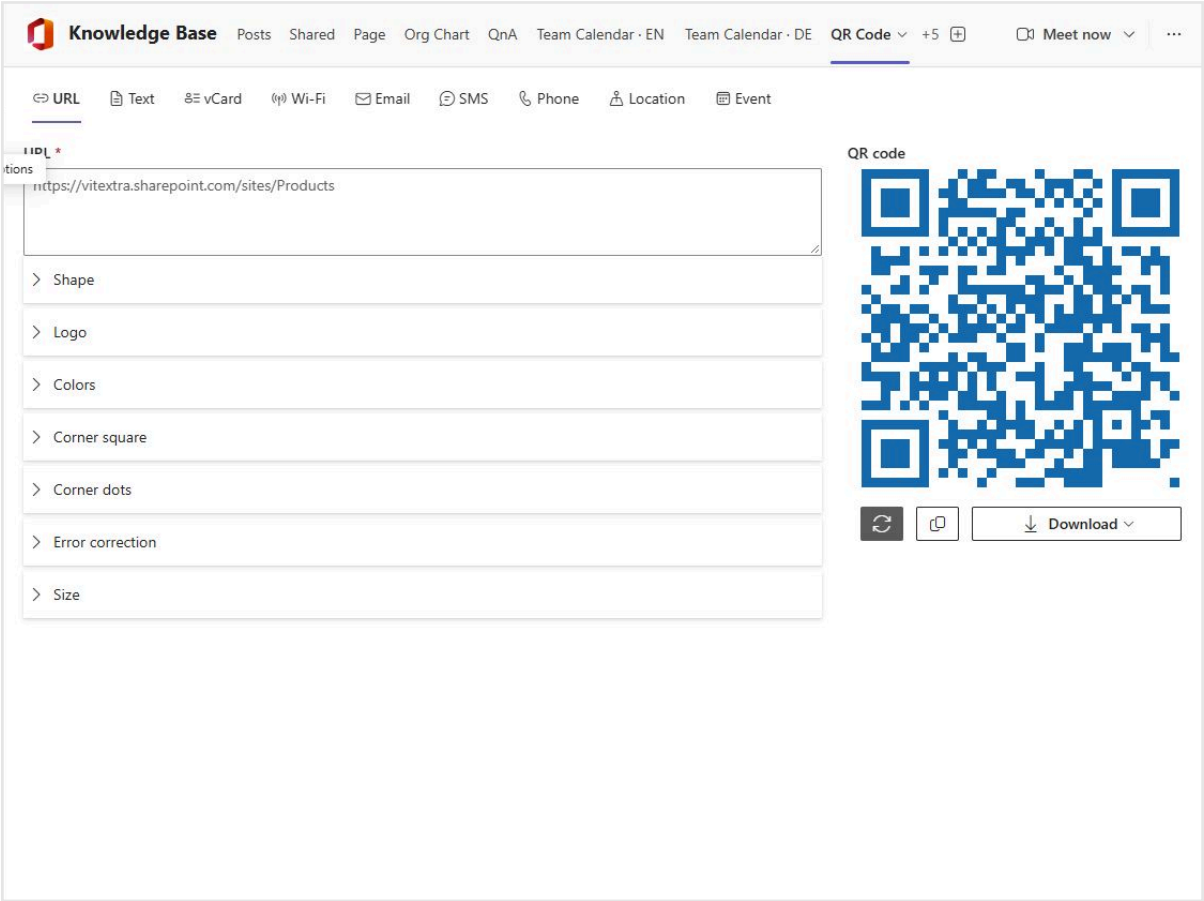
Tip

Adding the app this way pins it only for the person who clicked **Add**. To make the generator appear in the sidebar for everyone, a Teams administrator can pin it tenant-wide with an **app setup policy** in the Teams admin center.

Adding the generator as a channel tab

1 Open the team and the channel where the code should live and click **+** in the tab bar at the top.
2 Find **QR Code** in the list of apps (use the search box if needed) and select it.
3 The configuration dialog opens the generator together with the property pane of the **web part**. Select the data tab, enter the data - for example the guest Wi-Fi of the office of the team or a link to the team's request form - and set up the design.
4 Click **Save** in the dialog.

The tab is added to the channel and shows the prepared code to every member of the team. As on a SharePoint page, members can enter their own data and download their own codes; such changes are not saved. To change the prepared code later, open the menu of the tab and select **Settings**.



The web part in a Teams channel tab

Warning

Everything that is saved in the tab is readable by every member of the team, and in a shared channel by its external members too. Do not save passwords in a tab of a team with a wide audience.

Copying and downloading in Teams

Download saves the file through the Teams client in the same way as other downloaded files. **Copy** needs access to the clipboard; if the message *Copied to clipboard* does not appear after the click, copying may have failed, for example because clipboard access is blocked - use **Download** instead, or open Teams in a browser. Both functions are described in KB10268. Downloading and Copying a QR Code: PNG, JPEG, SVG and WebP.

Themes

The generator follows the theme of Teams, including the dark theme. The design of

the QR code itself does not change with the theme, and by default the code has a transparent background. If the members of the team scan the code from the Teams window in the dark theme, set an opaque light **Background Color** in the **Colors** section, otherwise a dark code on a dark background cannot be read.

Summary

Sync the package to Teams from the app catalog, then add **QR Code** as a personal app for making codes on the spot, or as a channel tab that keeps a prepared code for the team.

Tip

What is saved together with a prepared code and what the visitors can do with it is explained in KB10269. Publishing a Preconfigured QR Code on a SharePoint Page; the same rules apply to a channel tab.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

QR Code
A Quick Response (QR) code is a two-dimensional barcode that stores information. It can be scanned using a QR code reader or a mobile device's camera, providing quick access to the encoded data.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

SharePoint App Catalog
A special SharePoint site collection that stores SharePoint and Office apps to make

them available within the web application where the App Catalog is configured. See also App Catalog.

Teams App
A Teams app is an application that extends Microsoft Teams with capabilities such as tabs, bots, message extensions, and meeting extensions. Teams apps are distributed as app packages through the Teams app store, AppSource, or the organization's catalog.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.