



Mako Webhooks for Teams or Slack Setup Instructions

September 2020

Document Purpose

This document defines how to use the webhooks feature of the Mako system to receive notifications in your Microsoft Teams or Slack channel.

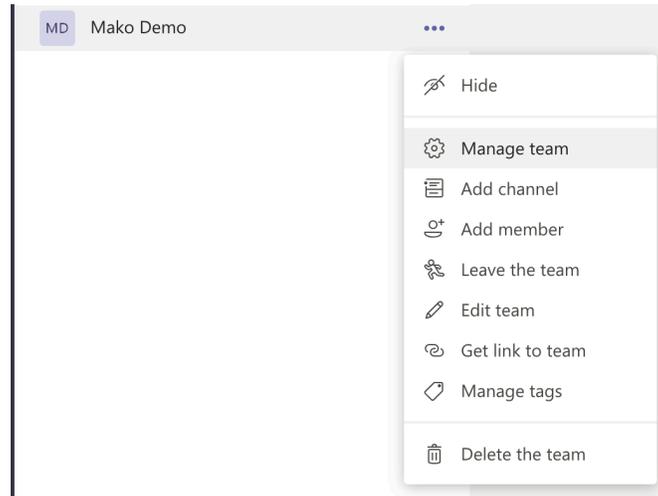
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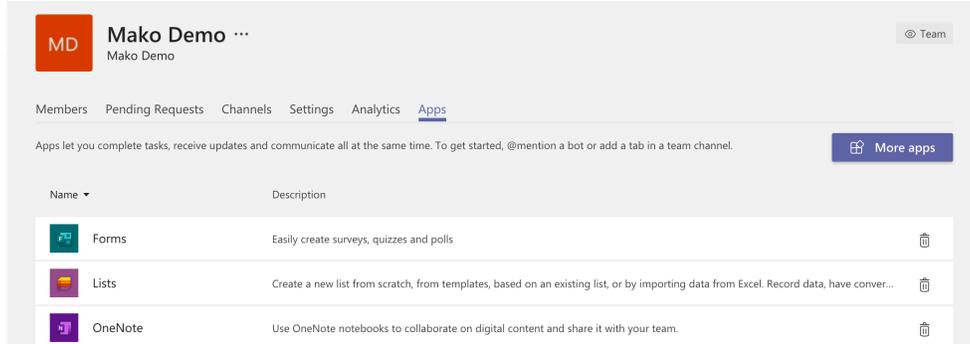
Microsoft Teams Setup

This document assumes you already have a Microsoft Teams channel created.

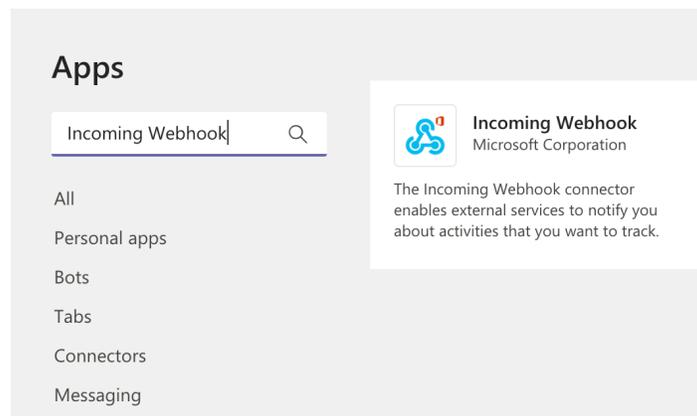
Step 1: Right click on the ... menu and select 'Manage Team'



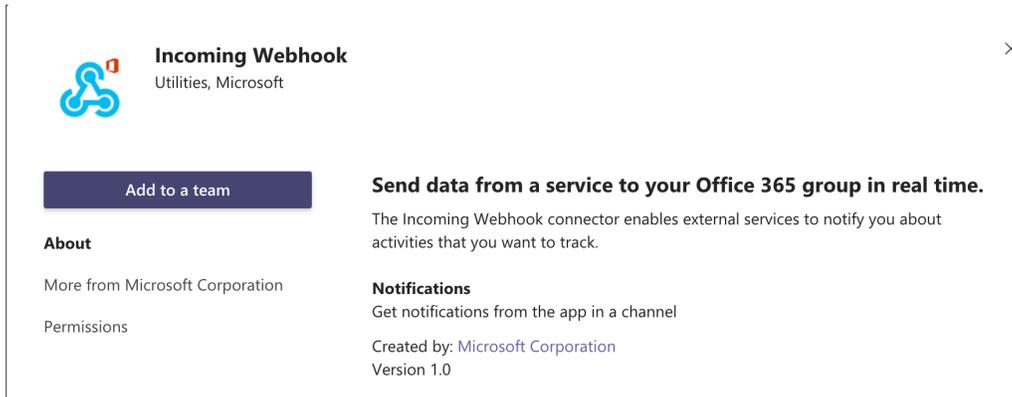
Step 2: Click on the 'Apps' tab



Step 3: Click on the 'More apps' button and search for 'Incoming Webhook'

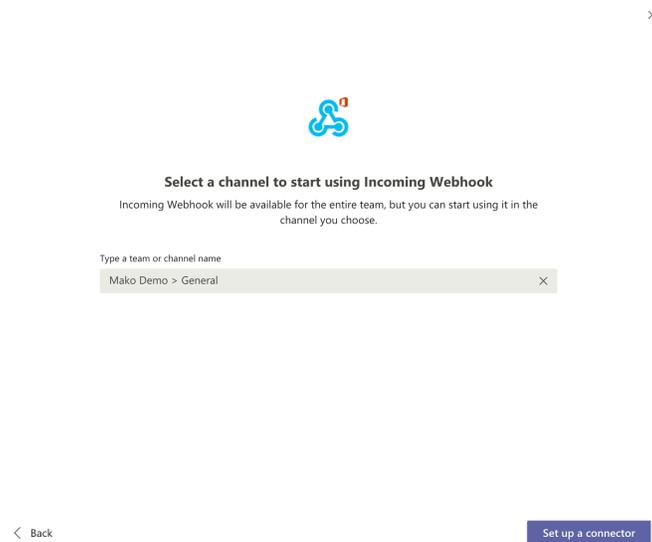


Step 4: Select 'Incoming Webhook' and click 'Add to a team'



The screenshot shows the 'Incoming Webhook' app page. At the top left is the app icon (a blue three-way connector) and the title 'Incoming Webhook' with the publisher 'Utilities, Microsoft'. Below the icon is a dark blue button labeled 'Add to a team'. To the right of the button, the text reads: 'Send data from a service to your Office 365 group in real time. The Incoming Webhook connector enables external services to notify you about activities that you want to track.' Below this, there are sections for 'About' (with links for 'More from Microsoft Corporation' and 'Permissions'), 'Notifications' (with the text 'Get notifications from the app in a channel'), and 'Created by: Microsoft Corporation' with 'Version 1.0' below it. A close button 'X' is in the top right corner.

Step 5: Select the channel you want the messages to appear in, then click 'Set up a connector'



The screenshot shows a dialog box titled 'Select a channel to start using Incoming Webhook'. The text inside says: 'Incoming Webhook will be available for the entire team, but you can start using it in the channel you choose.' Below this is a search input field with the placeholder text 'Type a team or channel name'. A dropdown menu is open, showing 'Mako Demo > General' with a close button 'X' on the right. At the bottom left is a '< Back' button, and at the bottom right is a dark blue button labeled 'Set up a connector'. A close button 'X' is in the top right corner of the dialog.

Step 6: Give the webhook a name and click 'Create'

Connectors for "General" channel in "Mako Demo" team



Incoming Webhook

[Send feedback](#)

The Incoming Webhook connector enables external services to notify you about activities that you want to track. To use this connector, you'll need to create certain settings on the other service, which needs to support a webhook that's compatible with the Office 365 connector format.

Fields marked with * are mandatory

To set up an Incoming Webhook, provide a name and select Create. *

Customize the image to associate with the data from this Incoming Webhook.

[Upload Image](#)



Default Image

[Create](#)

[Cancel](#)

Step 7: Copy the URL generated by Microsoft Teams and save it somewhere like a text file. Click 'Done'.

Copy the URL below to save it to the clipboard, then select Save. You'll need this URL when you go to the service that you want to send data to your group.



[Done](#)

[Remove](#)

The URL should look similar to:

`https://outlook.office.com/webhook/<text>@<text>/IncomingWebhook/<text>/<text>`

Step 8: Log into the Mako CMS

Step 9: Select the company you want to create a webhook for

Step 10: Go to Management : Company : Manage <Company> : API -> Manage Webhooks

Step 11: Paste the URL into the URL field, select your scope, entity type, and event types and click add

The screenshot shows the Mako Networks management interface. The top navigation bar includes 'Management', 'Company', 'Manage Mako UK Lab', 'API', and 'Manage Webhooks'. The left sidebar lists various management options, with 'API' highlighted. The main content area is titled 'API' and contains a 'Manage Webhooks' button. Below this is a form to 'Add webhook' with the following fields:

- URL: `https://outlook.office.com/webhook/40aa323b-d5a6-4d78-94`
- Scope: Mako UK Lab, Mako UK Lab and its customers
- Entity Type: Makos, Everything
- Event types: Alerts, Config changes

Below the form is an 'Add' button and a table of existing webhooks:

URL	Scope	Entity Type	Alerts	Config changes	Option

Step 12: Finished. You will now receive messages in Teams about activities in the company.

The screenshot shows a Microsoft Teams chat message from 'mako-example-webhook' at 11:19. The message content is:

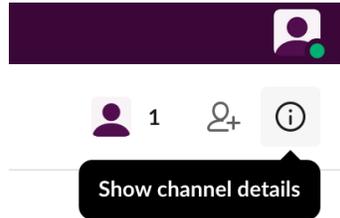
Mako is online - Mako UK Lab, vMako 1
Mako UK Lab, vMako 1 has returned to an online state

Below the message is a 'Reply' button.

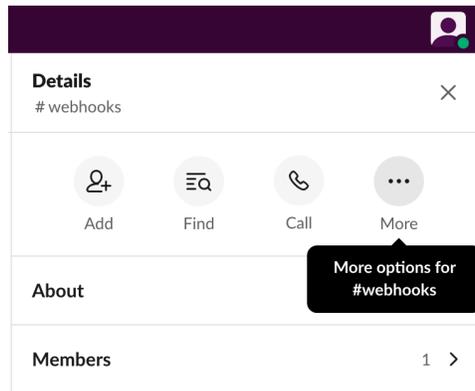
Slack Setup

This document assumes you already have a Slack channel created.

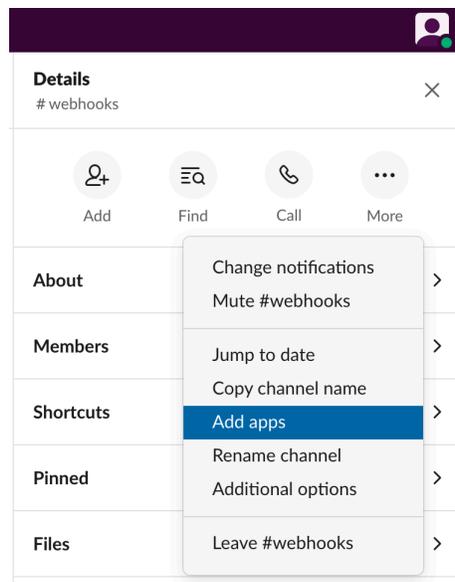
Step 1: Click on the (i) information icon beside the channel you wish to add the webhook



Step 2: Click on the More options link



Step 3: Click on the Add apps link



Step 4: Search for 'Incoming Webhooks' and click Install

Add apps to # webhooks

[View App Directory](#)

Q incoming webhooks

From the App Directory



Incoming WebHooks

Send data into Slack in real-time.

[Install](#)

Step 5: Click 'Add to Slack'

[< Browse Apps](#)



Incoming WebHooks

[App Info](#) [Settings](#) [Security & Compliance](#)

Incoming Webhooks are a simple way to post messages from external sources into Slack. They make use of normal HTTP requests with a JSON payload, which includes the message and a few other optional details described later.

[Message Attachments](#) can also be used in Incoming Webhooks to display richly-formatted messages that stand out from regular chat messages.

[Add to Slack](#)

[App help](#)

[Terms](#)

Step 6: Specify your channel in the 'Post to channel' dropdown

[Browse apps](#) > [Custom Integrations](#) > [Incoming WebHooks](#) > New configuration



Incoming WebHooks

Send data into Slack in real-time.

Incoming Webhooks are a simple way to post messages from external sources into Slack. They make use of normal HTTP requests with a JSON payload, which includes the message and a few other optional details described later.

[Message Attachments](#) can also be used in Incoming Webhooks to display richly-formatted messages that stand out from regular chat messages.

⚠ New to Slack integrations?
Check out our [Getting Started](#) guide to familiarize yourself with the most common types of integrations, and tips to keep in mind while building your own. You can also [register as a developer](#) to let us know what you're working on, and to receive future updates to our APIs.

Post to Channel
Start by choosing a channel where your Incoming Webhook will post messages to.

#webhooks [or create a new channel](#)

[Add Incoming WebHooks integration](#)

By creating an incoming webhook, you agree to the [Slack API Terms of Service](#).

Step 7: Copy the Webhook URL and save it somewhere like a text file

Setup Instructions close

We'll guide you through the steps necessary to configure an Incoming Webhook so you can start sending data to Slack.

Webhook URL `https://hooks.slack.com/services/T0174ABCDEF/B01ATABCDEF/MqPbJIotD8CDEFGHIJKLM`

Step 8: Log into the Mako CMS

Step 9: Select the company you want to create a webhook for

Step 10: Go to Management : Company : Manage <Company> : API -> Manage Webhooks

Step 11: Paste the URL into the URL field, select your scope, entity type, and event types and click add

The screenshot shows the Mako CMS interface for managing webhooks. The breadcrumb trail is Management > Company > Manage Mako UK Lab > API > Manage Webhooks. The 'Add webhook' form is filled with the following details:

- URL: `https://hooks.slack.com/services/T0174PPABCDEF/B01ABCDEF`
- Scope: Mako UK Lab, Mako UK Lab and its customers
- Entity Type: Makos, Everything
- Event types: Alerts, Config changes

An 'Add' button is located below the form. Below the form is a table titled 'Webhooks' with the following columns: URL, Scope, Entity Type, Alerts, Config changes, and Option.

Step 12: Finished. You will now receive messages in your Slack channel about activities in the company.

incoming-webhook APP 11:34 AM

Mako is online - Mako UK Lab, vMako 1

Mako UK Lab, vMako 1 has returned to an online state