Adding the Bot to Your Teams Locally
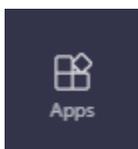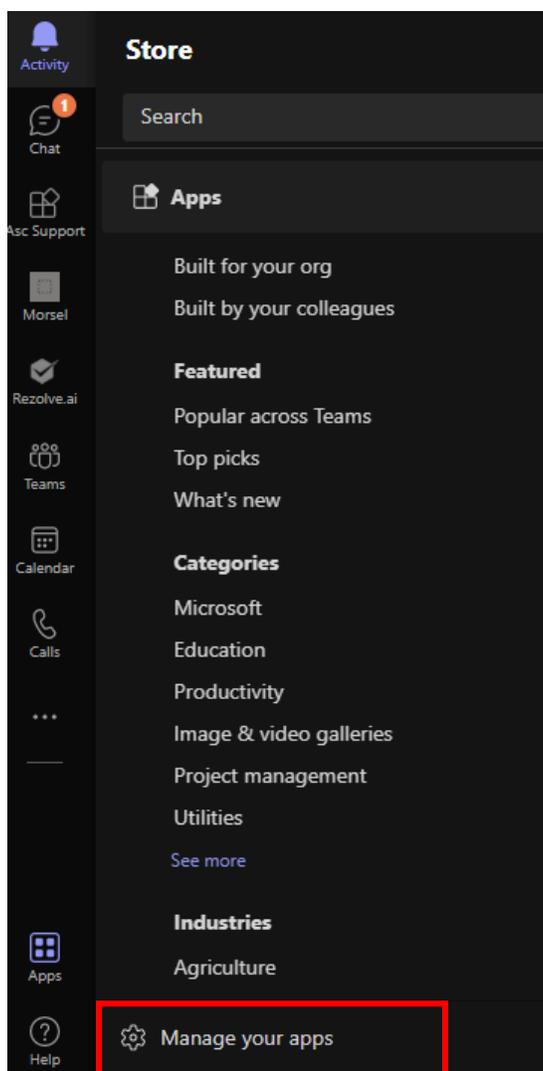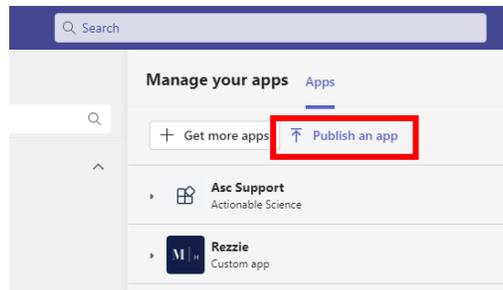
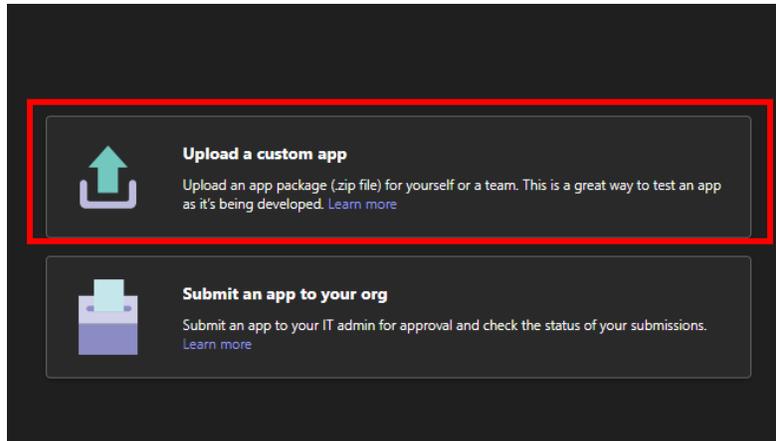1. Click "Apps" from the menu bar on the bottom left side

2. Under the Apps menu, scroll to the bottom and click "Manage your apps"
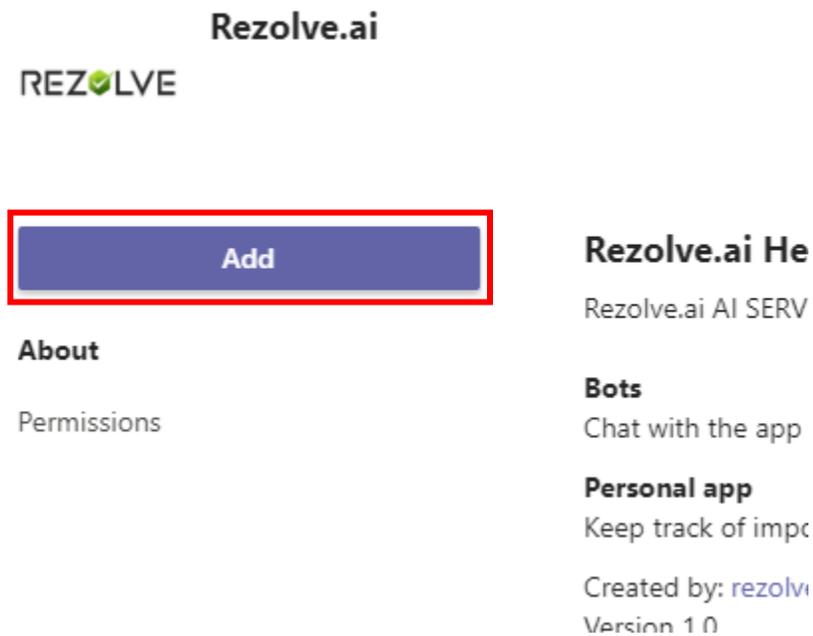

3. Click "Publish an app"

4. Select "Upload a custom app"

5. Locate the zip file you were provided in the Browse window and click Open
6. Click the "Add" button

The bot will now show on your Left navigation menu. Please Note: In the future you may have to click the More icon (…) to see the bot button.