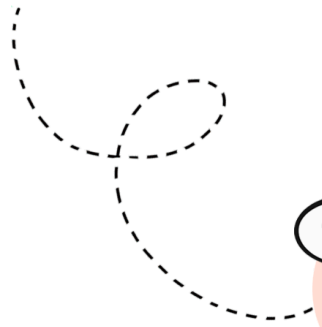


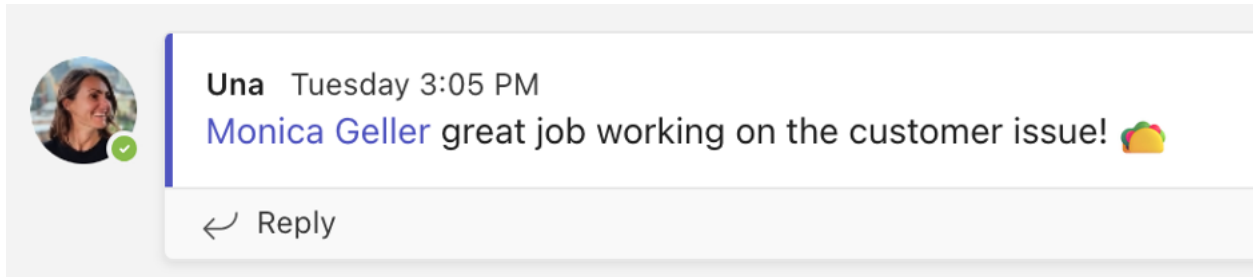


# MS Teams User Guide



## How do I give a taco?

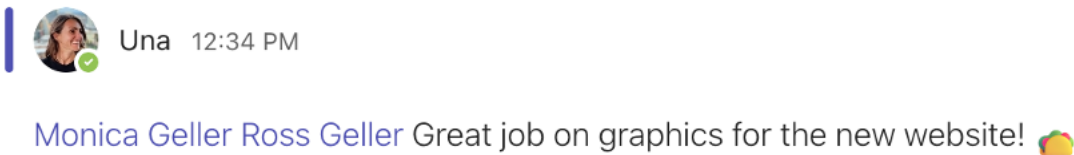
Tag a person you'd like to give a taco to, write a tasty message, attach a taco emoji, and voila' - your taco will be sent.



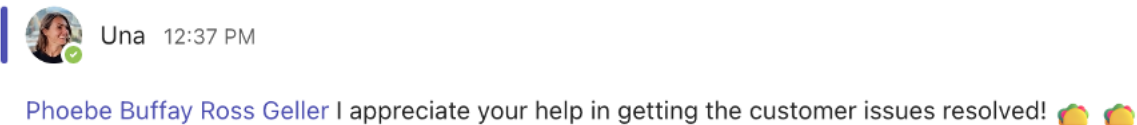
## How do I give tacos to multiple people?

Giving tacos to multiple people in one message is fun and easy. **Each person mentioned will get your message's total number of tacos.** Below is our recommended format:

### Give each person 1 taco

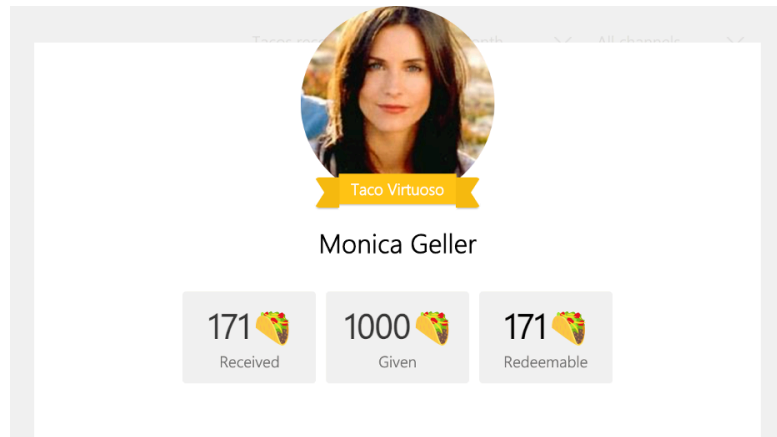


### Give each person 2 tacos



# What are redeemable tacos? How are they calculated?

Redeemable tacos are a separate bucket of tacos that can be used to redeem rewards (if your team has them). You receive a redeemable taco every time you receive a taco.



# How do I know whether my tacos were 'tracked' by HeyTaco?

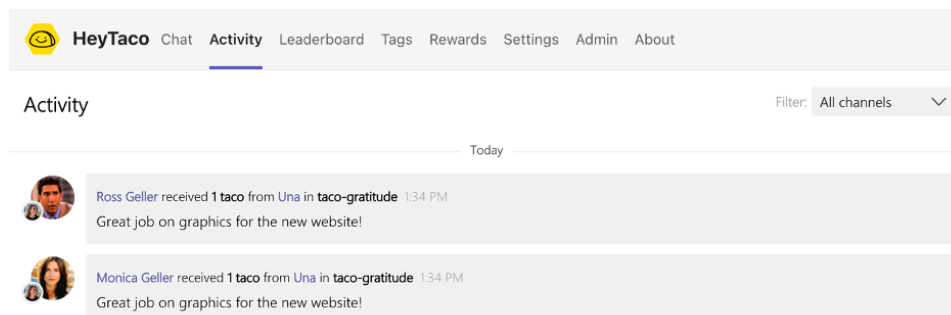
You will receive a notification from HeyTaco every time your tacos have been sent. You will also receive a notification when your tacos weren't sent telling you the reason why.

HeyTaco 1:13 PM



Monica received **1 taco** from you in Appreciations. You have **4 tacos** left to give today.

You can always confirm whether your tacos have been sent by accessing the Activity page within the HeyTaco app on Teams.

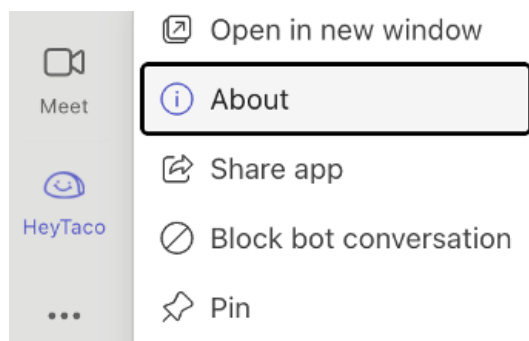
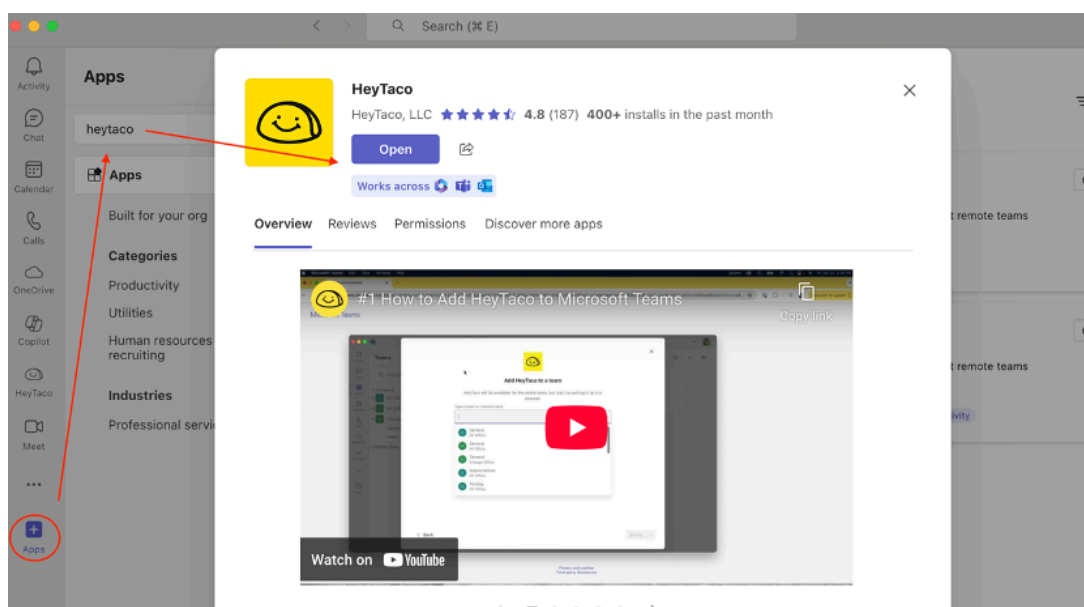


## 4 reasons HeyTaco won't track your tacos

- The message didn't mention the recipient's display name. Here's a correct example: @George thanks for your help :taco:
- The message was edited after being sent to add the :taco: or a person's display name (@George). HeyTaco only recognizes the original message.
- Too many tacos were included in a message with multiple people mentioned. See above for how to send tacos to multiple people.
- HeyTaco wasn't in the Team/channel the tacos were given in.

## Where can I find the HeyTaco App?

Search for HeyTaco in the Apps section of Microsoft Teams.



Once the app is opened, right click on the HeyTaco logo and pin the app to your sidebar for easier access.

Have more questions? Check out our [Help Center](#), or [contact us directly](#).