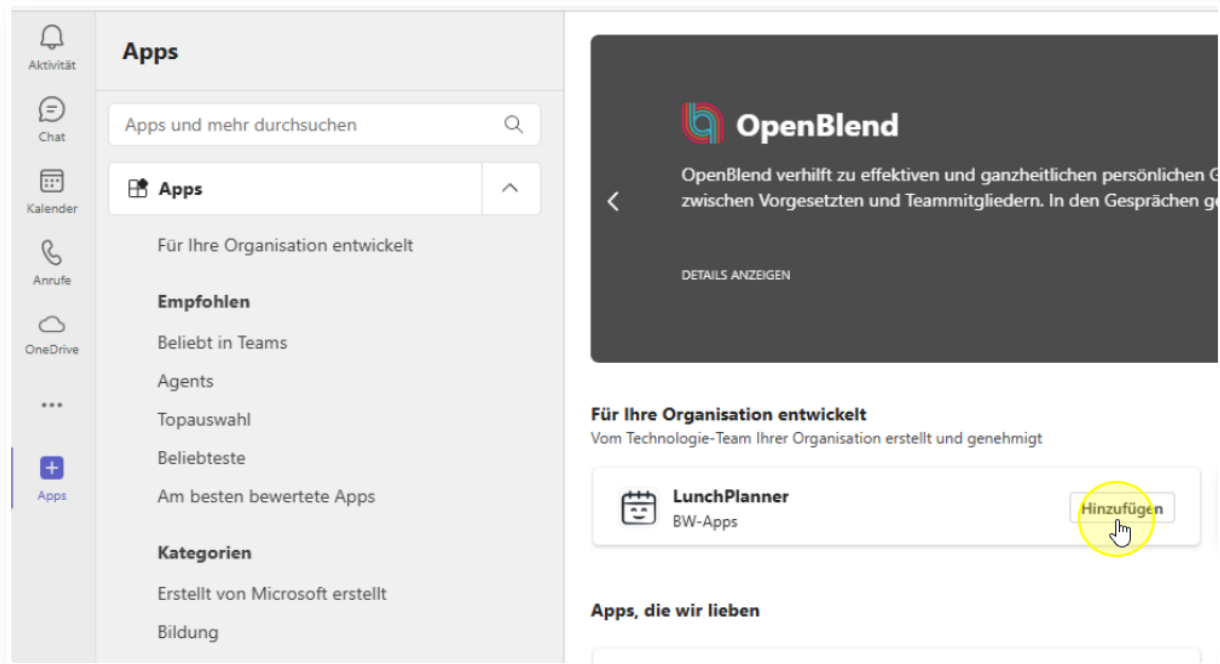
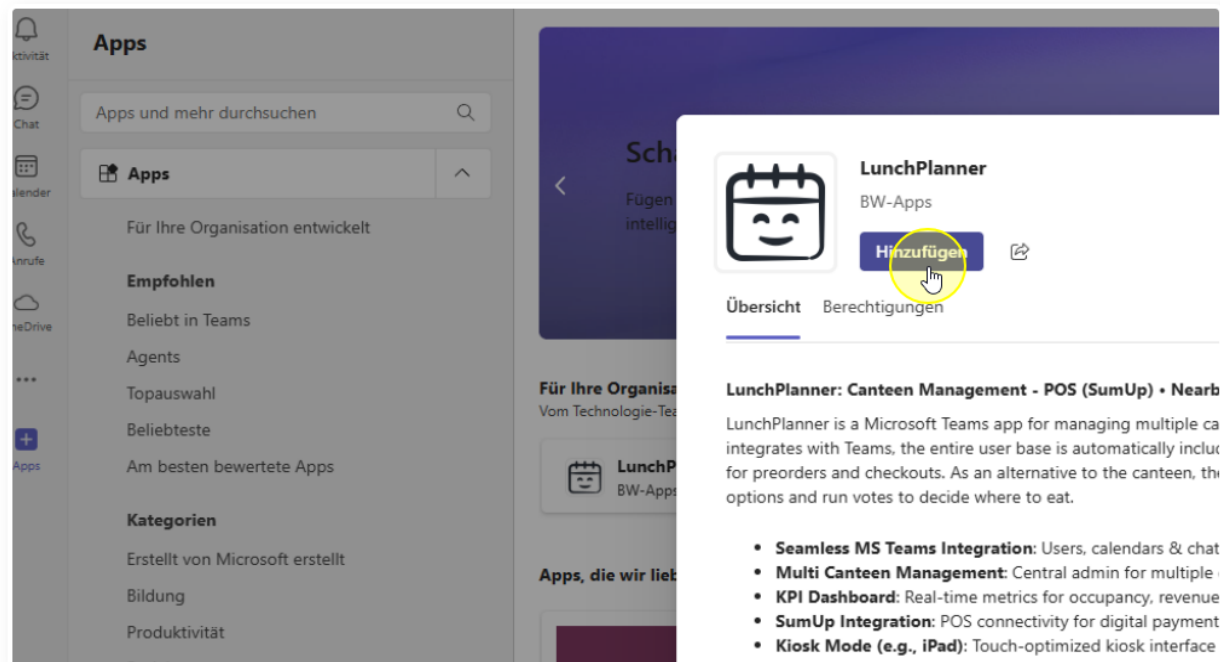


Install LunchPlanner in MS Teams

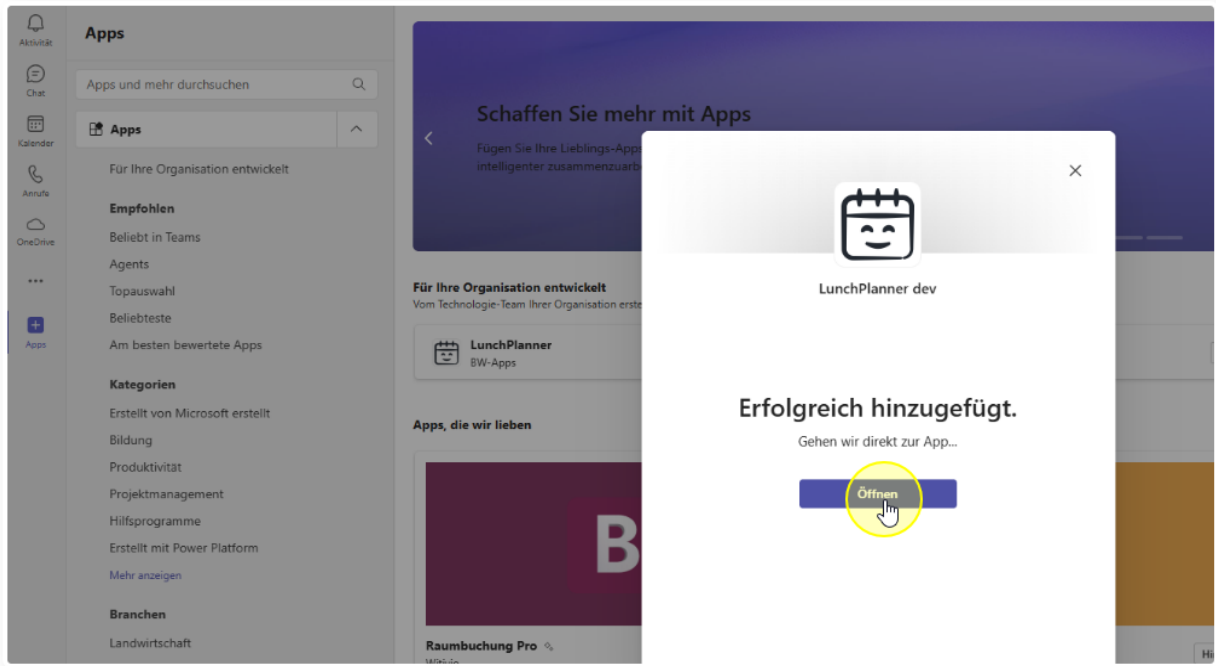
1 Click "Add / Hinzufügen"



2 Click "Add / Hinzufügen"



3 Click "Open / Öffnen"



4 Click "Authorize"

Click to authorize (Admin required):

[Authorize](#)

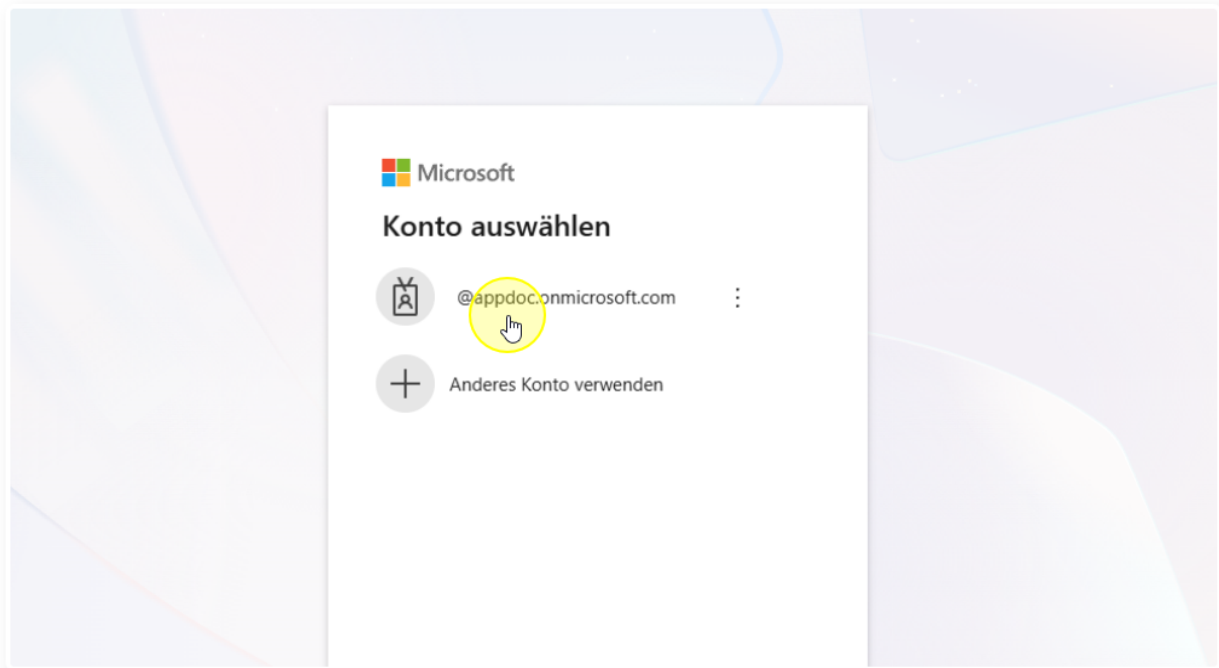
After admin approval, reload the app:

[Reload App](#)

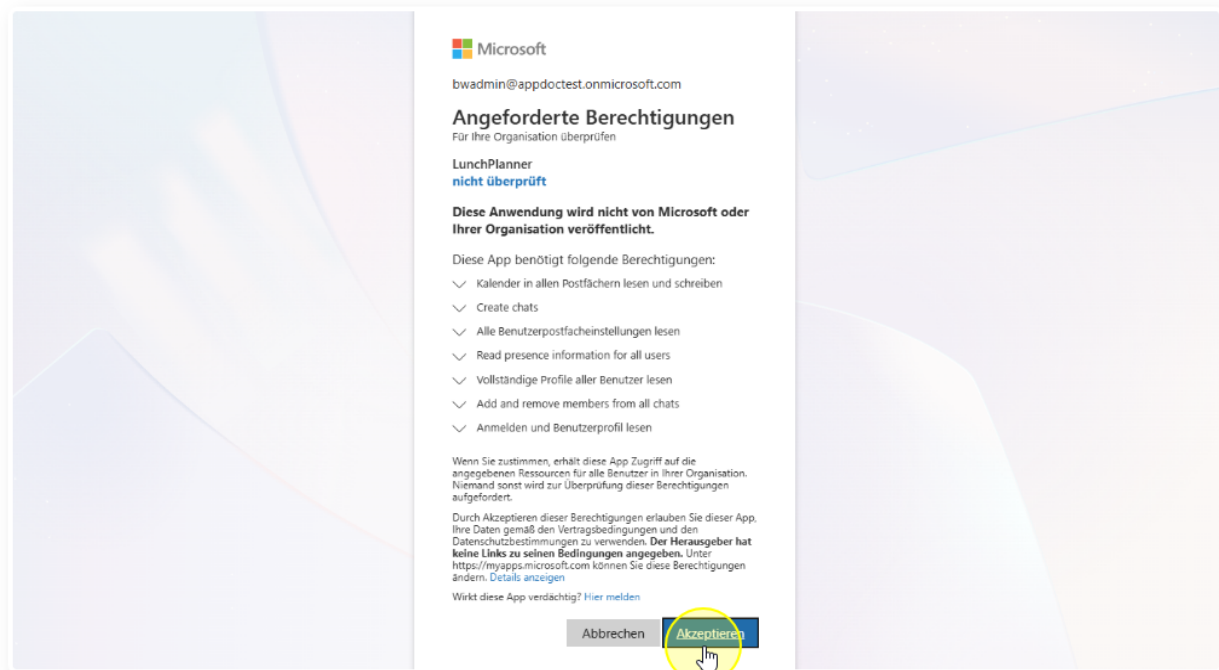
Why LunchPlanner needs these permissions

Permission	Specific Use Case
Presence.Read.All	Checks users' online status to coordinate optimal lunch timing.
Chat.Create	Automatically creates a new chat for each lunch, facilitating seamless group communication.
ChatMember.ReadWrite.All	Manages chat membership by adding participants in the automatically created lunch chats.
User.Read.All	Retrieves user profiles for identifying and inviting the correct participants to lunch events.
Calendars.ReadWrite	Syncs lunch events with users' calendars, ensuring timely and updated scheduling.
MailboxSettings.Read	Reads time zones to accurately schedule lunches across regions.

5 Login with Admin-Account



6 Click "Accept / Akzeptieren"



7 After 3 minutes click "Reload App"

Click to authorize (Admin required):

[Authorize](#)

After admin approval, reload the app:

[Reload App](#)

Why LunchPlanner needs these permissions

Permission	Specific Use Case
Presence.Read.All	Checks users' online status to coordinate optimal lunch timing.
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User.Read.All	Retrieves user profiles for identifying and inviting the correct participants to lunch events.

8 Check Terms and Conditions, Privacy Notice and DPA, click "Accept"

TERMS AND CONDITIONS
Last updated April 25, 2025

I accept the [Terms and Conditions](#)

PRIVACY NOTICE
Last updated April 25, 2025

This Privacy Notice for Bernd Wegscheider ("we," "us," or "our"), describes how and why we might access,

I accept the [Privacy Notice](#)

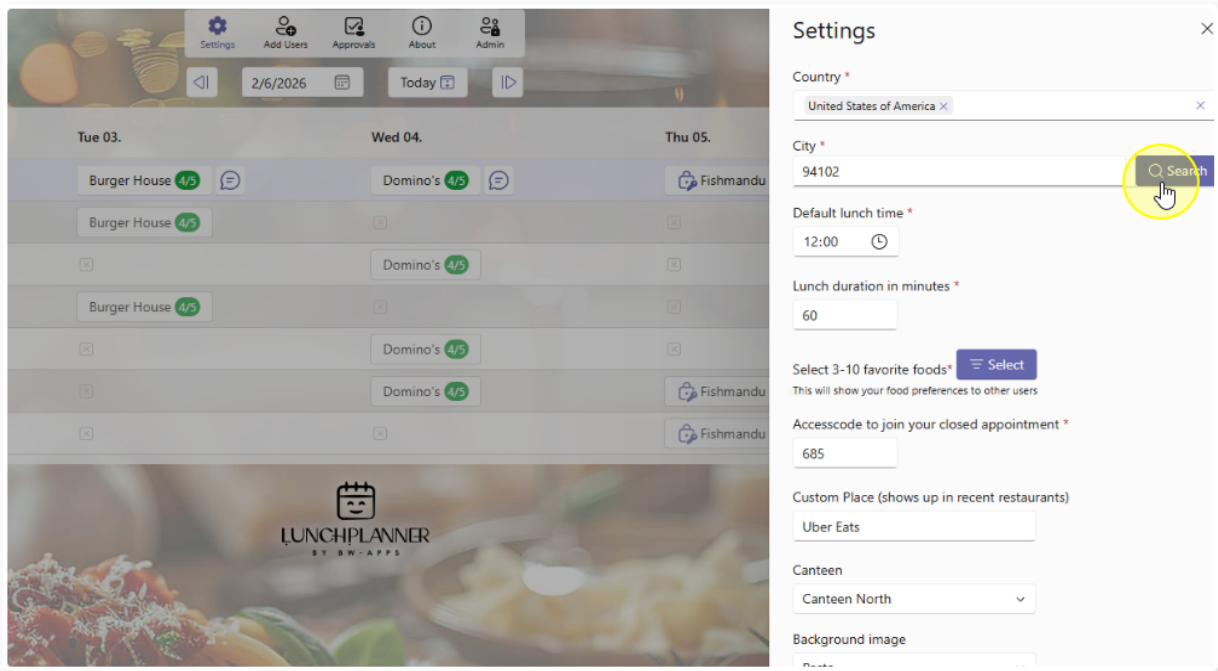
DATA PROCESSING AGREEMENT
Last updated April 25, 2025

Parties
Controller (Customer): appdocTest

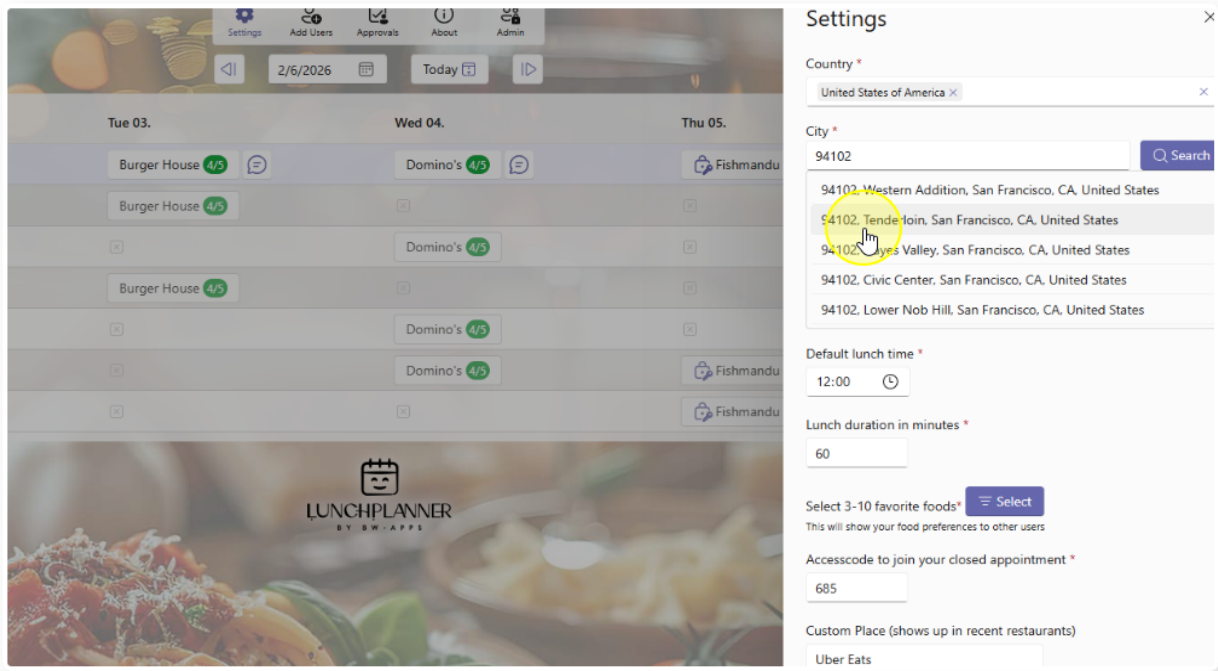
I confirm I am authorized to sign on behalf of appdocTest and accept [Data Processing Agreement \(DPA\)](#)

[Accept](#)

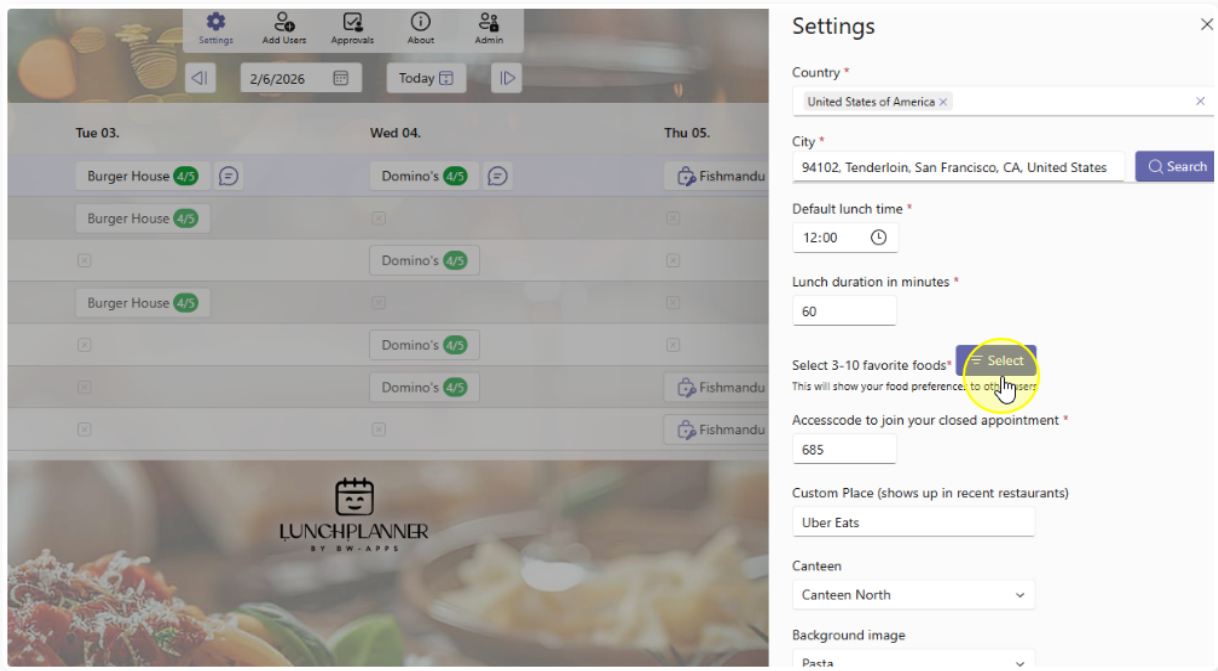
9 Settings Form: Enter city postcode, click "Search"



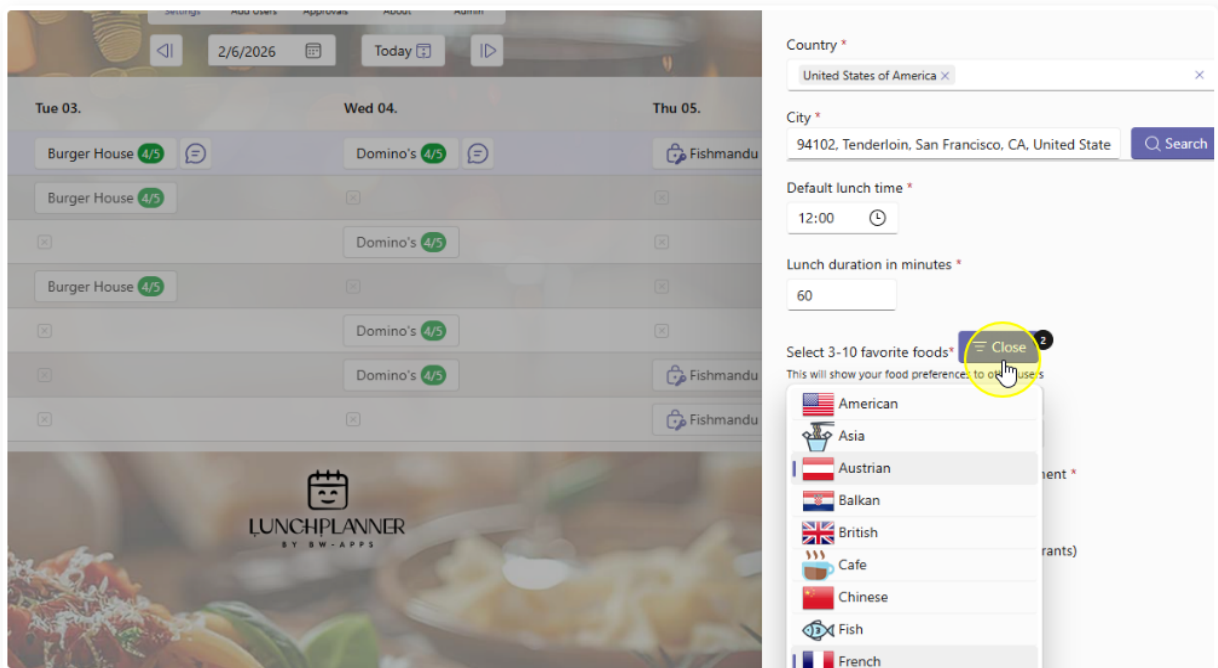
10 Select city



11 Select favourite food (optional) to make Team Lunch-Planning easier
Click "Select"



12 Select favourite food, click "Close"



13 Click "Save"

Domino's 4/5 Fishmandu

Fishmandu

LUNCHPLANNER
BY BW-APPS

Background image
Pasta

Items per page in Administration *
17

- Show weekends (Saturday/Sunday)
- Show your food statistics to others
- Show your manager
- Show all users with same manager
- Show all your direct report users
- Show manually added users

Teams uses your device's time zone.
Make sure it matches Outlook time zone:
[W. Europe Standard Time](#)
Click Save to reload the app after a new time zone was applied.

Updating the settings form instantly refreshes your colleagues list instead of keeping it cached for 7 days.

Close Save