END USER GUIDE

Nova Microsoft Teams Webhook Setup Guide

End-user setup guide for Microsoft Teams workflow notifications

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Status	Ready for use

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Commands verified with local Nova CLI 1.1.60. Public availability of 1.1.60 was not confirmed; npm currently lists 1.1.59 as latest. Use an organisation-approved build supporting these settings. Check nova --version and nova config workflowCapabilities.messaging before setup. Messaging is off by default. Teams permissions and endpoint compatibility still apply.

This guide is for end users who want Nova to send useful workflow notifications to a Microsoft Teams channel.

Nova uses a Teams webhook URL stored in an environment variable. The webhook URL is **not** stored in Nova config.

What Nova sends to Teams

By default, Nova only sends useful workflow messages:

Notification type	Default	What it means
Workflow lifecycle	On	Workflow started, completed, or failed
Plan lifecycle	On	Plan approved, updated, completed, or failed
Approval requests	On	Nova is waiting for user approval
Task progress	Off	Individual workflow task and phase updates
Turn digest / runtime chatter	Off	End-of-turn or noisy runtime messages

This avoids channel spam. Task progress is intentionally off unless your team opts in.

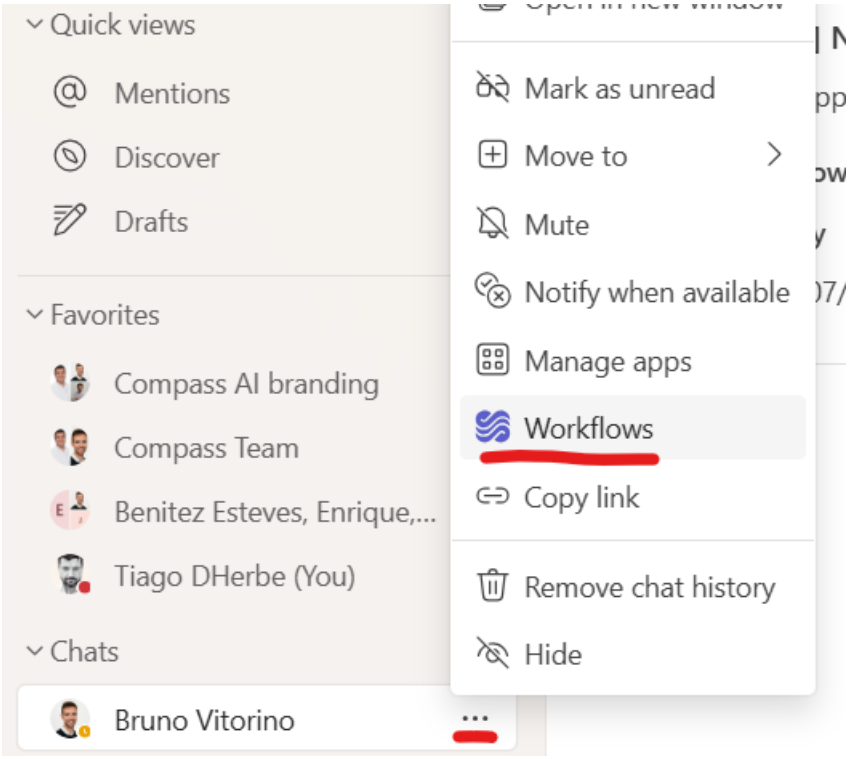
Before you start

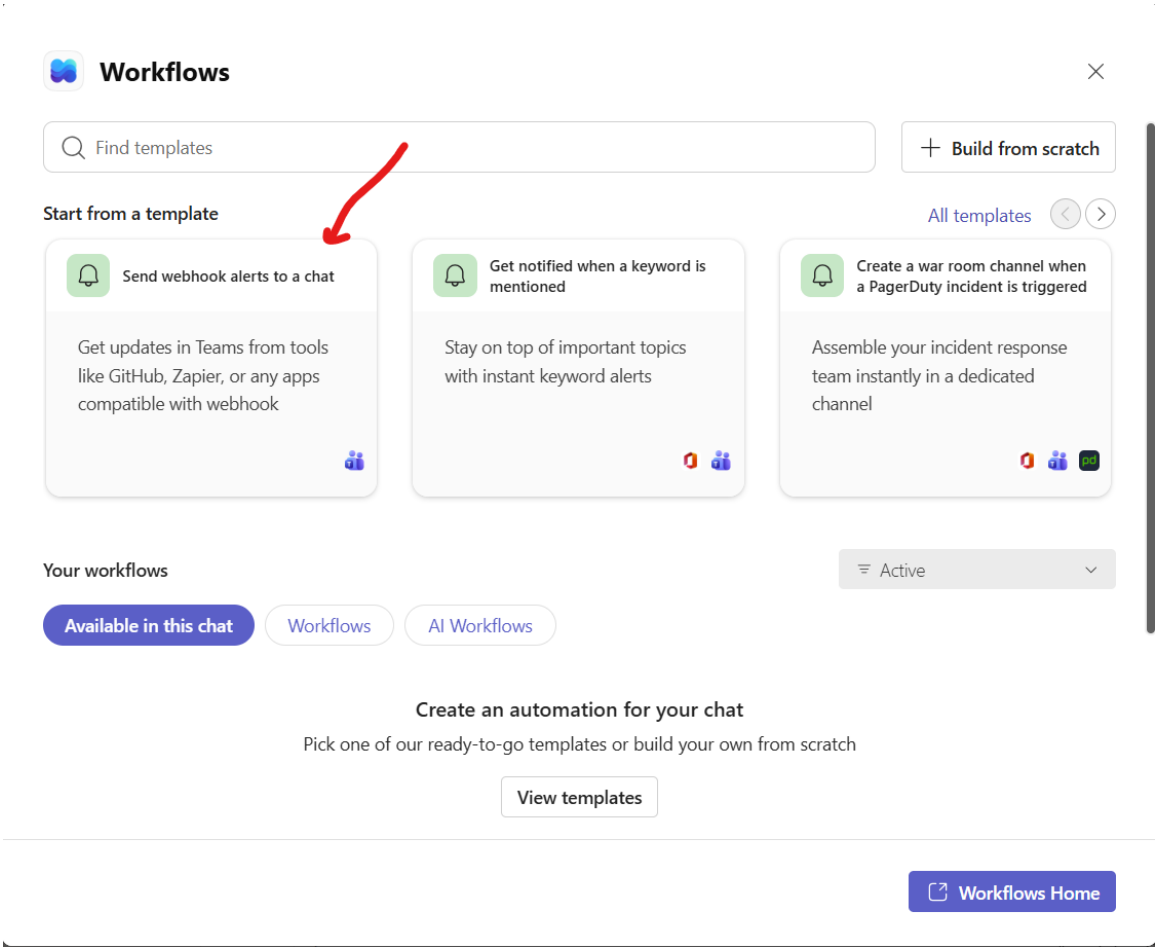
You need:

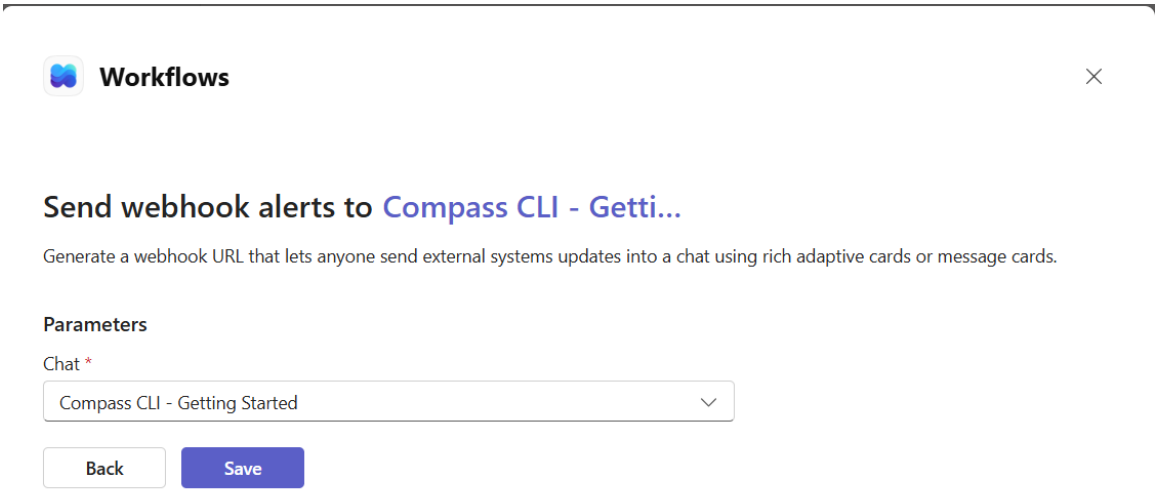
- Access to the Microsoft Teams channel where Nova should post messages.
- Permission to create or use an incoming webhook for that channel.
- A terminal where you run Nova.
- The Nova project where you want Teams notifications enabled.

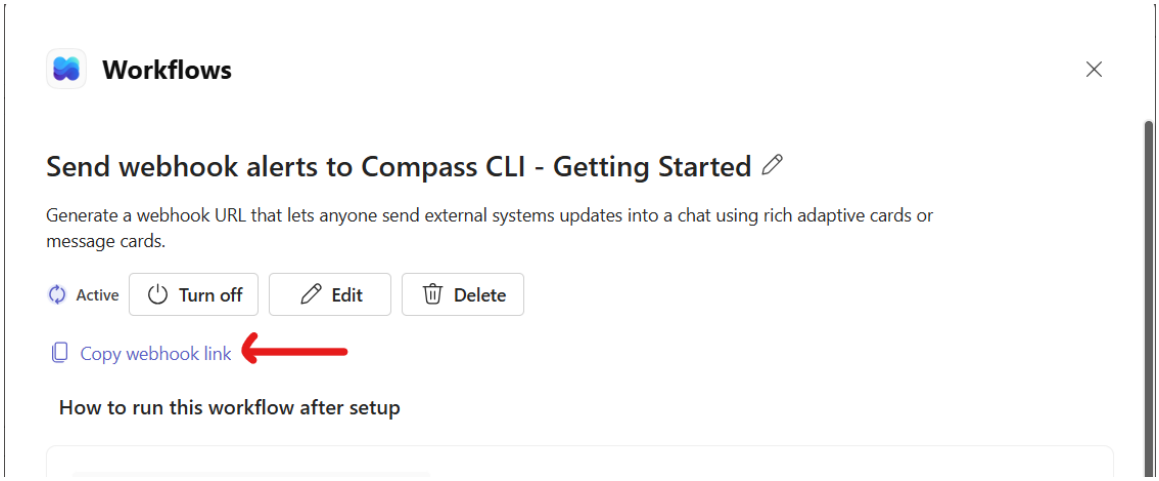
Step 1 - Obtain an approved Teams webhook

Ask your Teams administrator for an HTTPS endpoint approved for the destination channel that accepts Teams MessageCard requests. Channel permissions, available webhook options, and payload compatibility depend on your organisation. Copy the URL privately. The following screenshots are examples, not a promise that every channel has the same options.


Quick views
Mentions
Discover
Drafts
Favorites
Compass AI branding
Compass Team
Benitez Esteves, Enrique,...
Tiago DHerbe (You)
Chats
Bruno Vitorino
Mark as unread
Move to
Mute
Notify when available
Manage apps
Workflows
Copy link
Remove chat history
Hide


Workflows
Find templates
Build from scratch
Start from a template
All templates
Send webhook alerts to a chat
Get updates in Teams from tools like GitHub, Zapier, or any apps compatible with webhook
Get notified when a keyword is mentioned
Stay on top of important topics with instant keyword alerts
Create a war room channel when a PagerDuty incident is triggered
Assemble your incident response team instantly in a dedicated channel
Your workflows
Active
Available in this chat
Workflows
AI Workflows
Create an automation for your chat
Pick one of our ready-to-go templates or build your own from scratch
View templates
Workflows Home


Workflows
Send webhook alerts to Compass CLI - Getti...
Generate a webhook URL that lets anyone send external systems updates into a chat using rich adaptive cards or message cards.
Parameters
Chat *
Compass CLI - Getting Started
Back
Save



Keep the webhook URL private. Anyone with the URL can post to that Teams channel.

Step 2 — Store the webhook URL in an environment variable

Nova expects the webhook URL to live in an environment variable.

Use this recommended name:

```
WORKFLOW_TEAMS_WEBHOOK
```

For the current PowerShell session:

```
$env:WORKFLOW_TEAMS_WEBHOOK = "<your-Teams-webhook-URL>"
```

To store it for your Windows user account:

```
[Environment]::SetEnvironmentVariable("WORKFLOW_TEAMS_WEBHOOK",
"<paste-your-Teams-webhook-URL-here>", "User")
```

After setting it permanently, close and reopen your terminal so the new environment variable is loaded.

Step 3 — Enable Teams workflow messaging in Nova

Run these commands from your Nova project:

```
nova config workflowCapabilities.messaging.enabled true
nova config workflowCapabilities.messaging.provider teams
nova config workflowCapabilities.messaging.teams.webhookEnv WORKFLOW_TEAMS_WEBHOOK
nova config workflowCapabilities.messaging.teams.titlePrefix "[Nova]"
nova config workflowCapabilities.messaging.teams.timeoutMs 10000
```

The important setting is `webhookEnv`. It must be the environment variable name only:

```
WORKFLOW_TEAMS_WEBHOOK
```

Do **not** put the actual webhook URL in Nova config.

Step 4 — Optional notification controls

Nova keeps noisy messages off by default.

Default event settings:

```
nova config workflowCapabilities.messaging.events.workflow true
nova config workflowCapabilities.messaging.events.plan true
nova config workflowCapabilities.messaging.events.approvals true
nova config workflowCapabilities.messaging.events.taskProgress false
nova config workflowCapabilities.messaging.events.turnDigest false
```

Only enable task progress if your channel really wants detailed progress updates:

```
nova config workflowCapabilities.messaging.events.taskProgress true
```

Most teams should leave `taskProgress` off.

Equivalent config file shape

Nova config should look like this:

```
{
  "workflowCapabilities": {
    "messaging": {
      "enabled": true,
      "provider": "teams",
      "events": {
        "workflow": true,
        "plan": true,
        "approvals": true,
        "taskProgress": false,
        "turnDigest": false
      },
      "teams": {
        "webhookEnv": "WORKFLOW_TEAMS_WEBHOOK",
        "titlePrefix": "[Nova]",
        "timeoutMs": 10000
      }
    }
```

```
    }
  }
```

Rules Nova enforces

Nova validates the Teams setup strictly:

Setting	Rule
provider	Must be teams for Teams delivery
teams.webhookEnv	Must be a plain environment variable name
Environment variable value	Must contain an HTTPS webhook URL
Event keys	Must be one of workflow, plan, approvals, taskProgress, turnDigest
Event values	Must be true or false
timeoutMs	Must be a positive number

Rejected examples:

```
{
  "webhookEnv": "<actual webhook URL>"
}
```

```
{
  "webhookEnv": "${WORKFLOW_TEAMS_WEBHOOK}"
}
```

```
{
  "events": {
    "rawPrompts": true
  }
}
```

What messages look like

Nova sends short Microsoft Teams MessageCard payloads.

Messages include safe summary fields such as:

- Workflow ID
- Status
- Severity
- Plan/task counts where useful
- Approval risk level where useful

Nova avoids sending raw prompts, raw responses, full command payloads, webhook URLs, or secret-looking values.

Verify configuration and delivery

1. From your Nova project, inspect the saved settings:

nova config workflowCapabilities.messaging

Confirm enabled is true, provider is teams, webhookEnv names the intended variable, and your event categories are enabled. This checks settings only; it does not contact Teams.

2. Start Nova from the terminal with the webhook variable set. Run an ordinary approved workflow that produces an enabled event. Check the channel for the corresponding notification. No enabled event means no notification. Do not trigger risky work just to test messaging.

3. If no notification appears, confirm with your Teams administrator that the endpoint accepts MessageCard requests and has not been revoked. Delivery may fail or time out; keep the local workflow view as your primary status source.

Troubleshooting

No message appears in Teams

Check that workflow messaging is enabled:

```
nova config workflowCapabilities.messaging.enabled
nova config workflowCapabilities.messaging.provider
```

Expected values:

```
true
teams
```

Nova says `teams.webhookEnv` is required

Set this config value:

```
nova config workflowCapabilities.messaging.teams.webhookEnv WORKFLOW_TEAMS_WEBHOOK
```

Nova says the webhook environment variable is missing

Check your environment variable:

Test-Path Env:WORKFLOW_TEAMS_WEBHOOK

True means present; False means missing. This does not print the URL or test delivery. Set it privately in the terminal that launches Nova.

Nova says the webhook URL must be HTTPS

The environment variable must contain the Teams webhook URL copied from Teams, and it must start with HTTPS.

The channel is too noisy

Keep task progress disabled:

```
nova config workflowCapabilities.messaging.events.taskProgress false
```

Also keep turn digests disabled:

```
nova config workflowCapabilities.messaging.events.turnDigest false
```

Approval messages are missing

Check that approvals are enabled:

```
nova config workflowCapabilities.messaging.events.approvals true
```

Recommended setup

Use this setup for most teams:

For the complete setup, use Steps 2-4. Keep the webhook URL in the environment variable, not in Nova settings. Enable only the event categories your channel needs.

Verify the saved settings and perform the approved workflow-delivery check on page 8.

Security notes

- Do not paste the Teams webhook URL into Nova config.
- Do not commit webhook URLs to Git.
- Rotate the Teams webhook if it is accidentally shared.
- Keep noisy progress events disabled unless the channel explicitly wants them.
- Treat the Teams channel as shared visibility: messages should be useful summaries, not raw execution logs.

Co-authored by Nova