

# MindGenius Online for Microsoft Teams Guide

Getting Started & Usage

Configuration & Rollout

Customer Support for End-Users and IT Admins

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# Getting Started & Usage

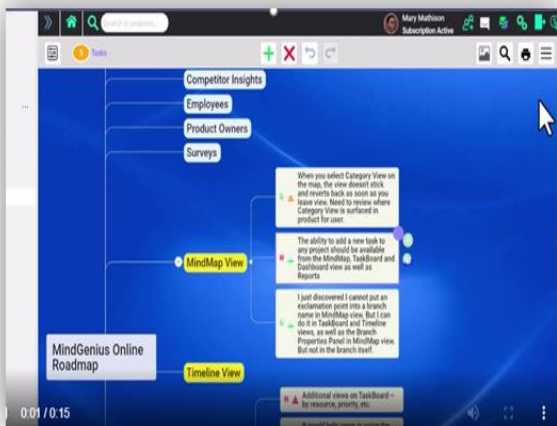
## Introduction

This document provides guidance for Microsoft Teams end users to get started and use MindGenius Online in Microsoft Teams.

## Overview of MindGenius Online in Teams

Microsoft Teams together with MindGenius provide the ideal platform to let interested parties identify, collaborate and prioritise where effort is best rewarded. Helps ensure we continually do the right things and do them right.

Create a unique workspace for you and your team to collate and develop ideas  
Capture ideas and information  
Quickly group and order information using drag and drop  
Effortlessly add new information



Organize, evaluate, and prioritize according to your criteria, using a variety of powerful visual tools

Assign categories to quickly sort and sequence the information and ideas –based on impact and difficulty (in this example)

Use the Tag Centric View to see where impact and difficulty can help you define the sequence of tasks

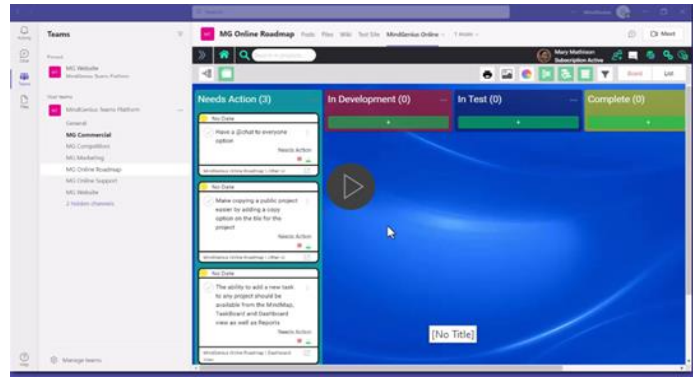
Focus on the best ideas

Turn ideas into actions — highlighting what's most important, what's needed when, and everyone's workload

Define your key process stages to ensure tasks are managed to completion

Arrange tasks by your criteria

Drag and drop tasks to track progress



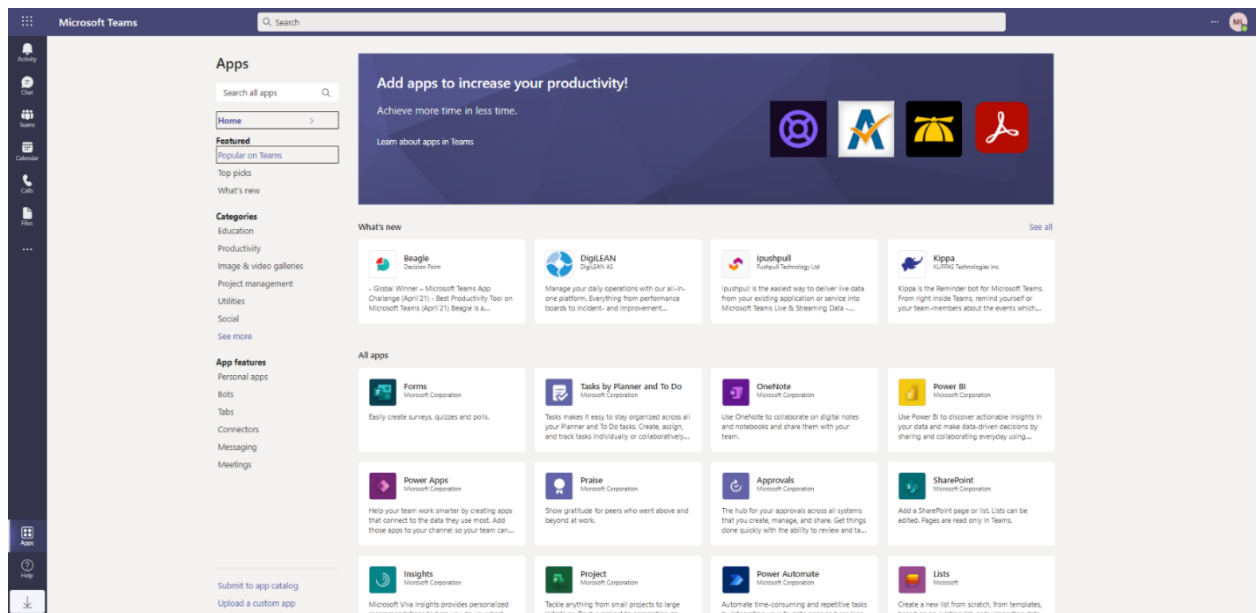
# Getting started & usage guidance for Teams users

## Prerequisites

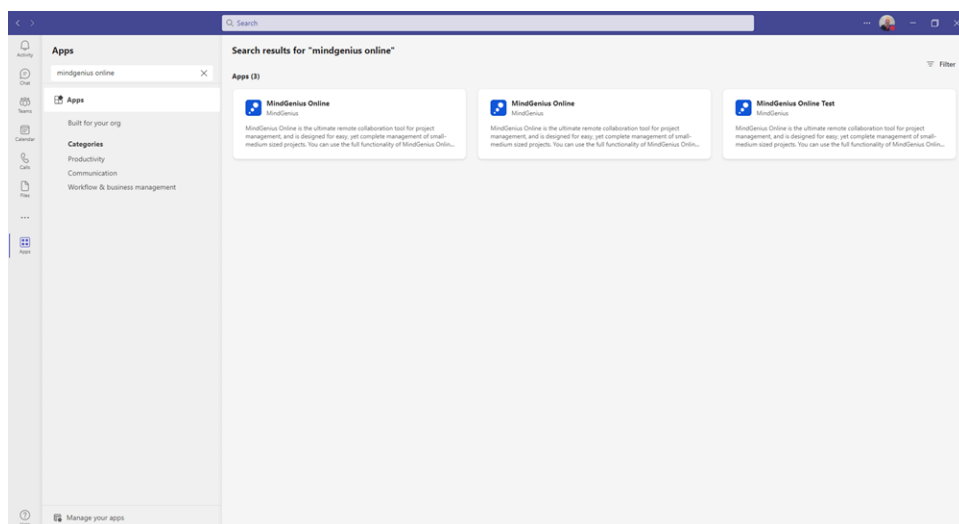
- Active Teams account
- Active MindGenius Online account

## Add MindGenius Online to Teams

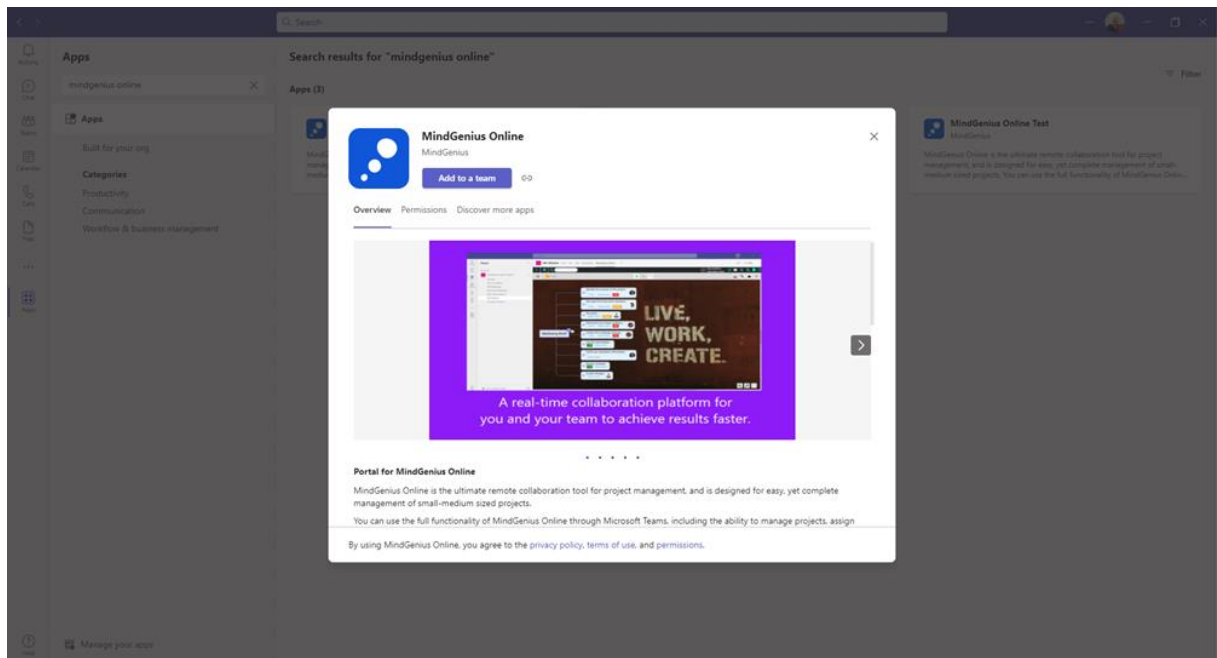
1. Open Teams and sign in.
2. Select the **Apps** icon on the left rail of the Teams window.



3. Search for MindGenius Online

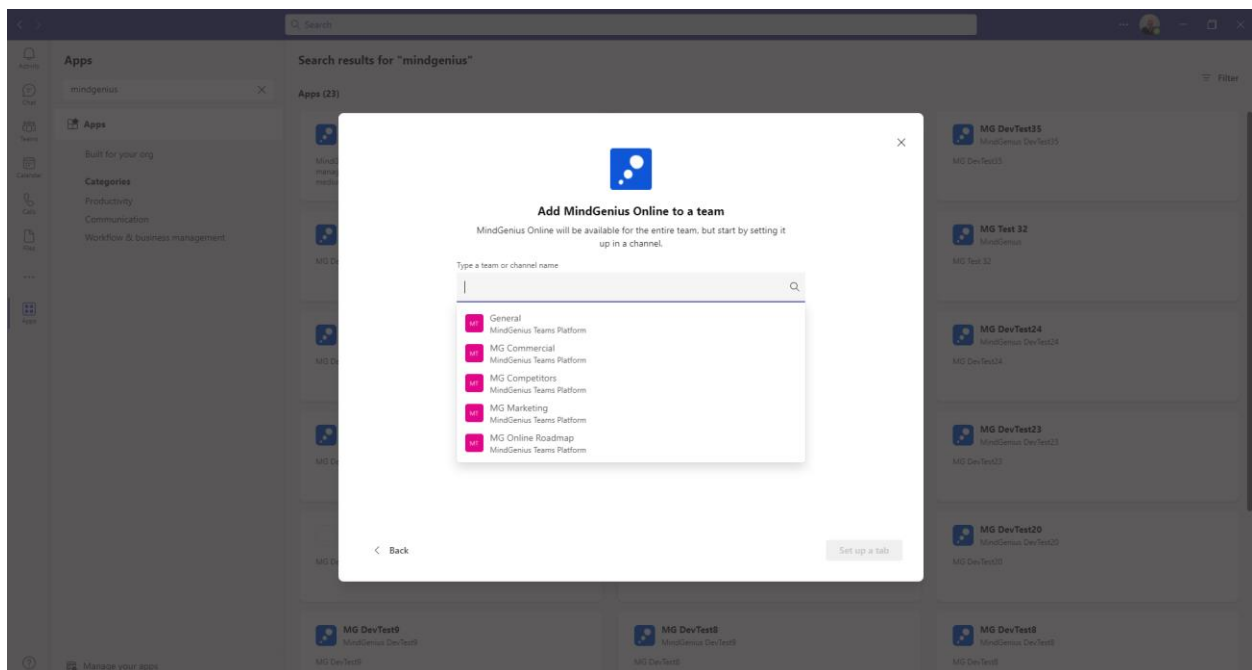


- Click on the application and press the **Add** button.

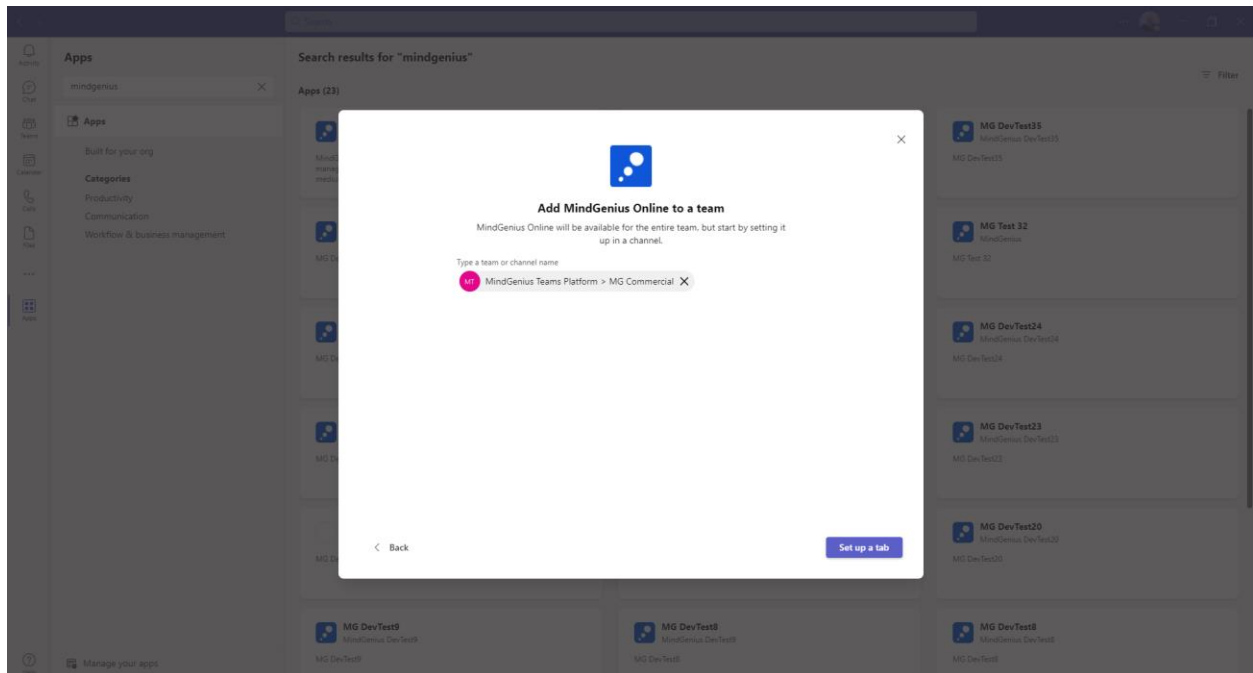


## Sign into MindGenius Online

- Choose which of your teams you would like to add MindGenius too. Type a new team name or add to one of you current Team or Channel name

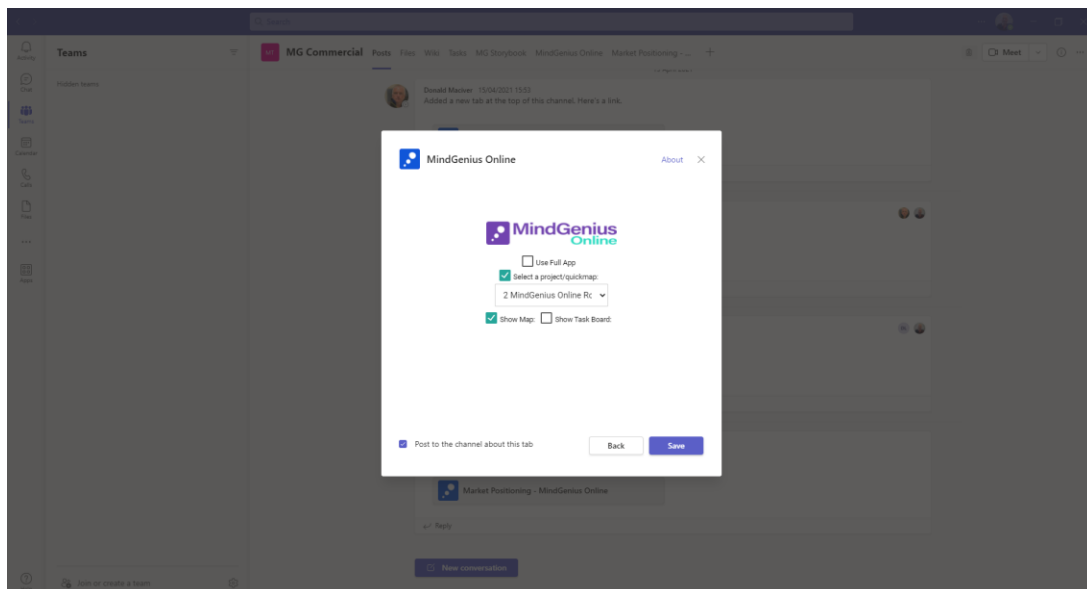


MindGenius will be available for the entire team, but start by setting it up in a channel. Type the team or channel name and select set up a tab

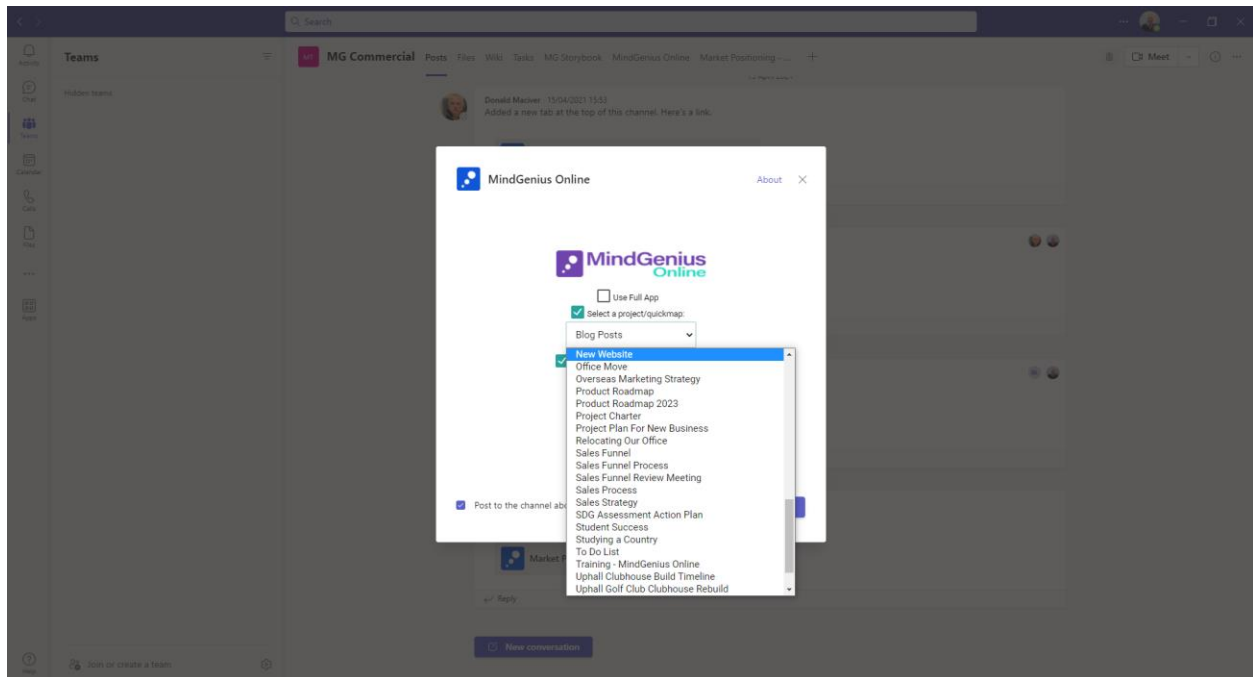


When you set up a tab there are a number of options available

1. Use Full App enables all the feature views to be available within the tab
2. Select a project/quick map allows the option of a specific project or map to be viewable for the team as a separate tab.

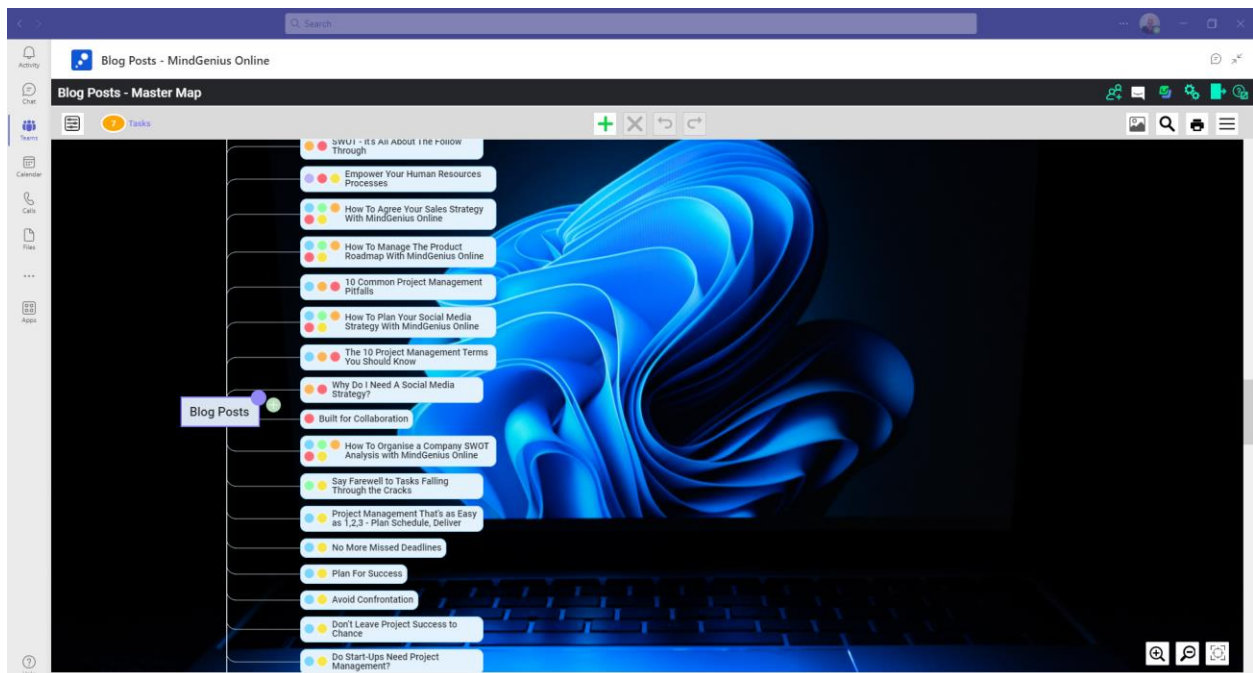


If you select this option then open up the dropdown to decide which project/quickmap to be added to the tab



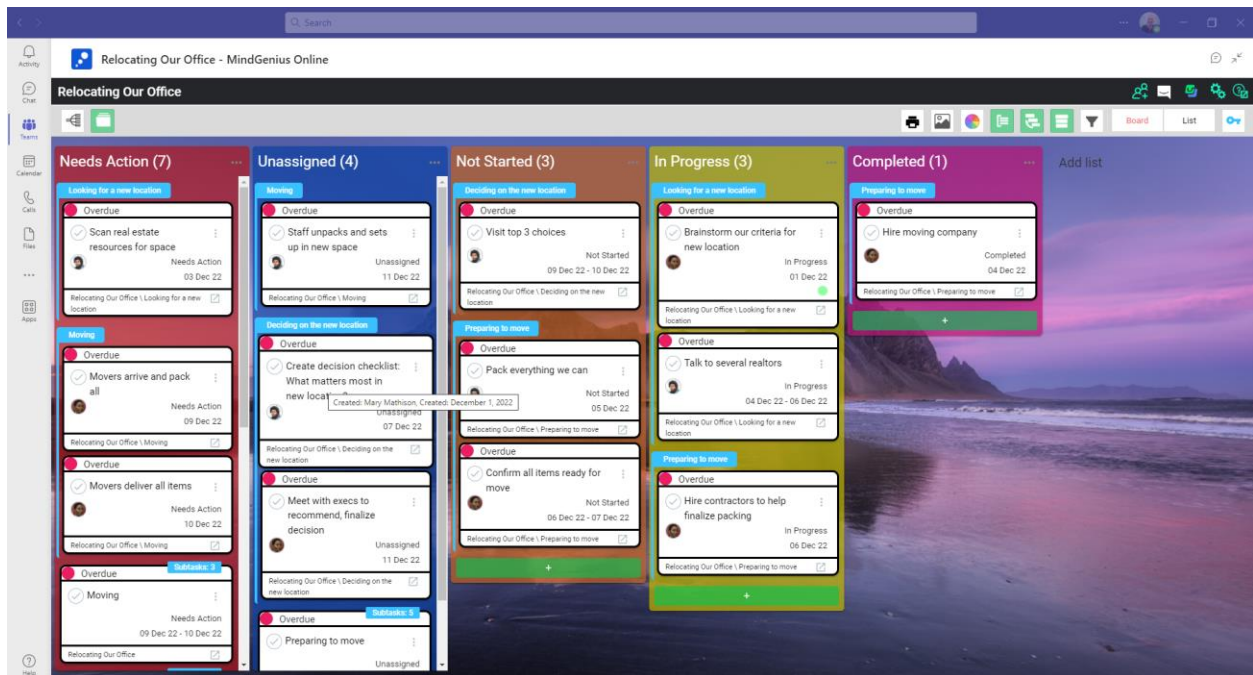
Once the required project or quick map has been selected from the drop down then choose if you require the map view or the taskboard view be added to the tab. Select Save

If you select map a tab will be visible to all members of the team





If you select taskboard a tab will be visible to all members of the team



## Start using MindGenius Online

- Drive meaningful meetings with clarity on current status, priority and next steps
- Use collaborative brainstorming to capture ideas and information
- Assign categories to quickly sort and sequence the information and ideas
- Arrange tasks by your criteria and drag and drop tasks to track progress

## Additional resources

- Short video demonstrating how MindGenius within teams can be used to brainstorm and agree the priorities for the product roadmap for next quarter when considering ideas from several different sources – [Watch video](#)
- Best practice tips in short video format – [Visit Website](#)

# Configuration & Rollout

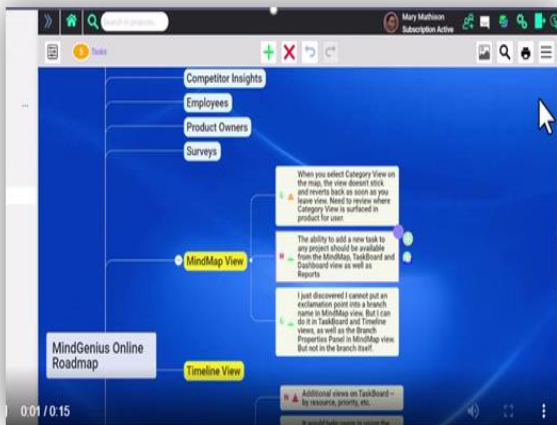
## Introduction

This document provides guidance for Microsoft 365 IT administrators to configure and govern the roll out of MindGenius Online in Microsoft Teams. This document also includes information for Teams users to get started with MindGenius Online.

## Overview of MindGenius Online in Teams

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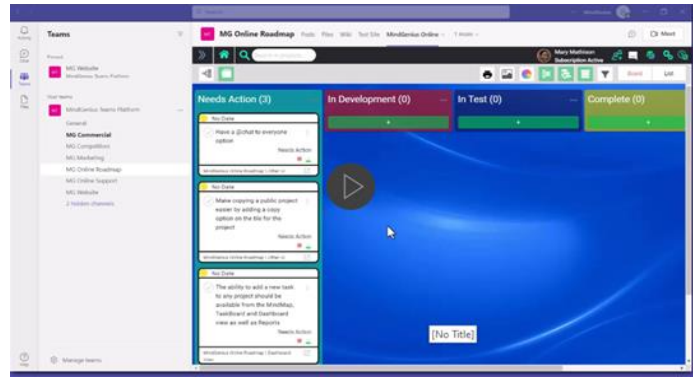
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Focus on the best ideas

Turn ideas into actions — highlighting what's most important, what's needed when, and everyone's workload  
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Drag and drop tasks to track progress



## Configuration & rollout guidance for Microsoft 365 administrators

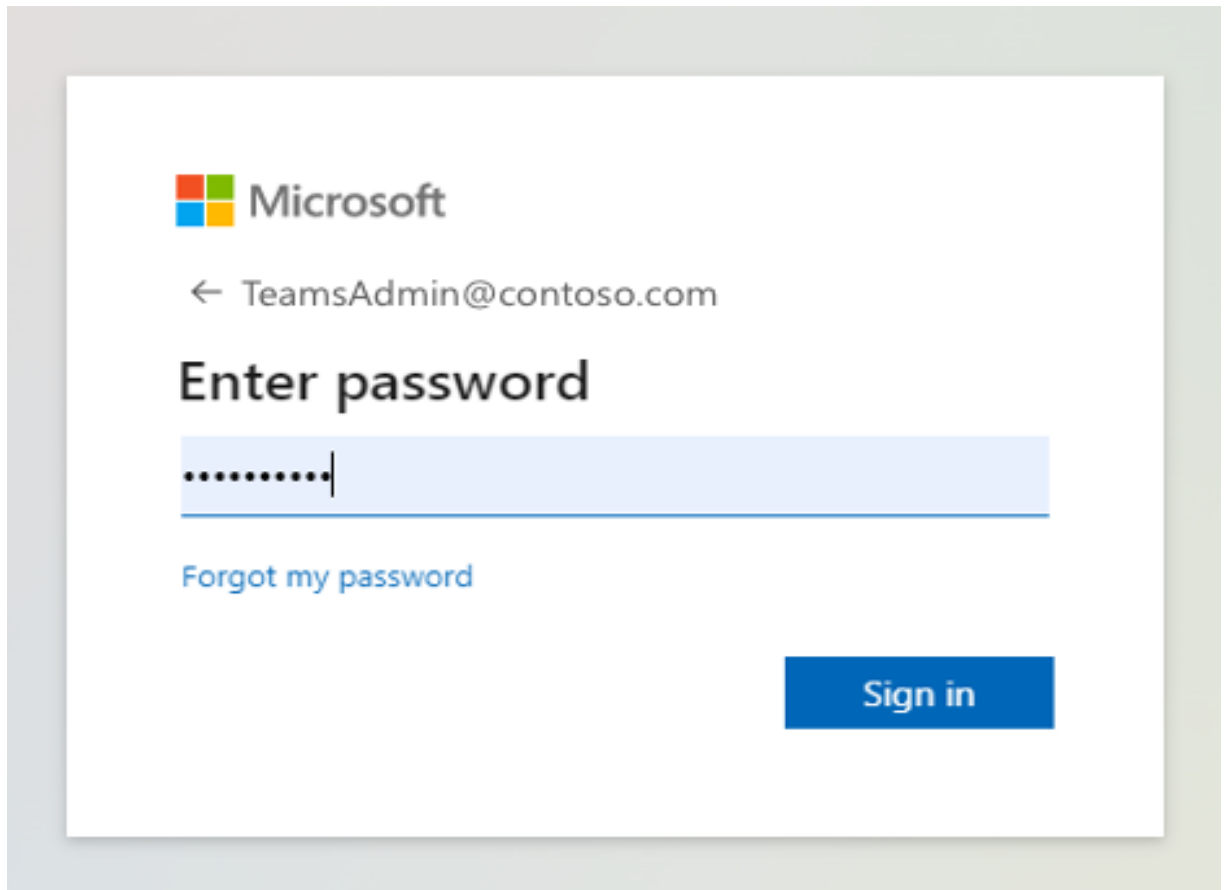
### Prerequisites

Prior to configuring and rolling out MindGenius Online in Microsoft Teams, ensure that you have:

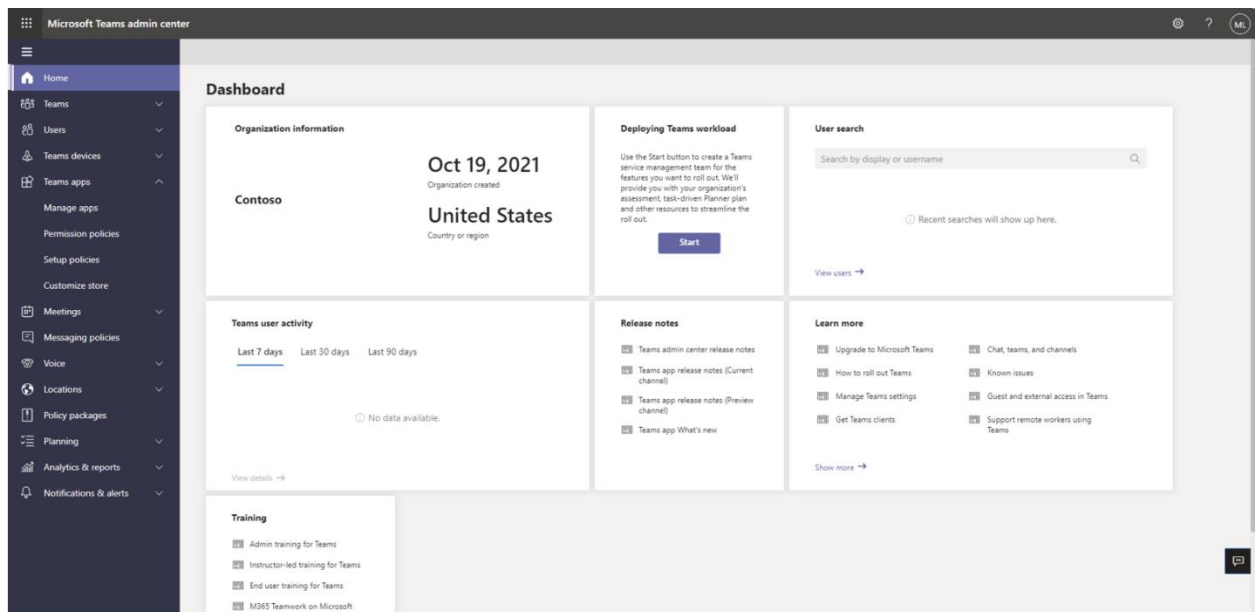
- An active Microsoft 365 subscription
- Access to a Microsoft 365 administrator account
- Activated Microsoft Teams for your organization
- An active MindGenius Online subscription

### Sign into the Microsoft Teams admin center

1. Go to <https://admin.teams.microsoft.com/>
2. Enter your administrator credentials

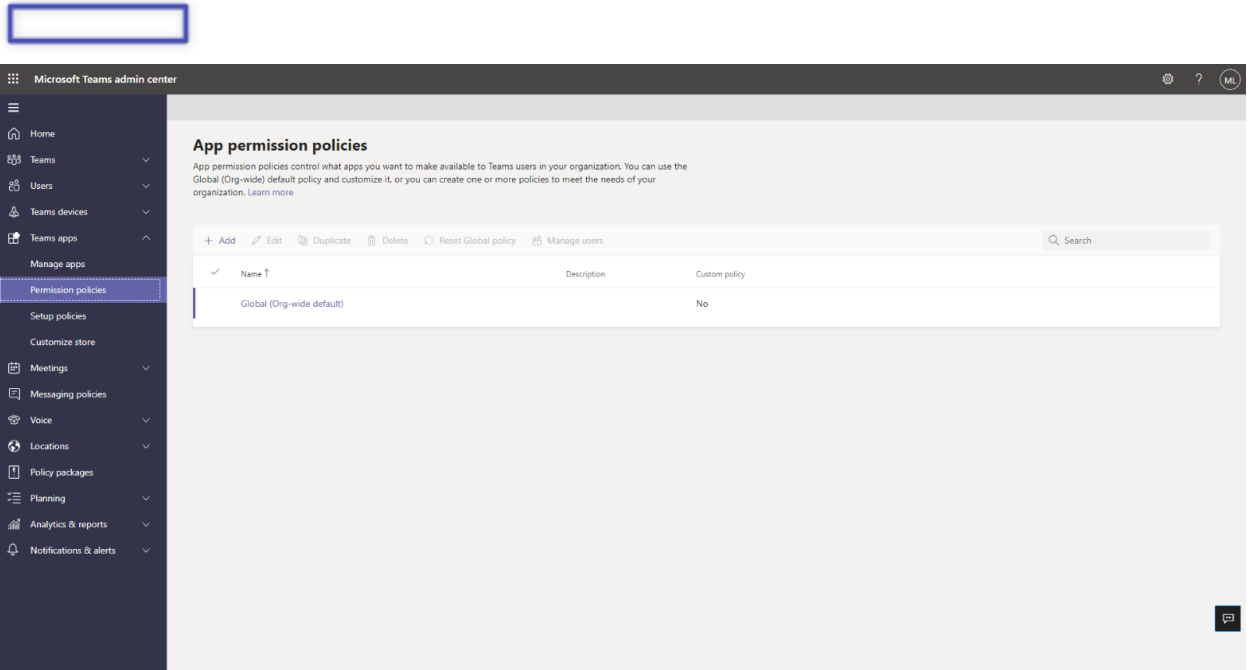


3. Access the Teams admin center dashboard.

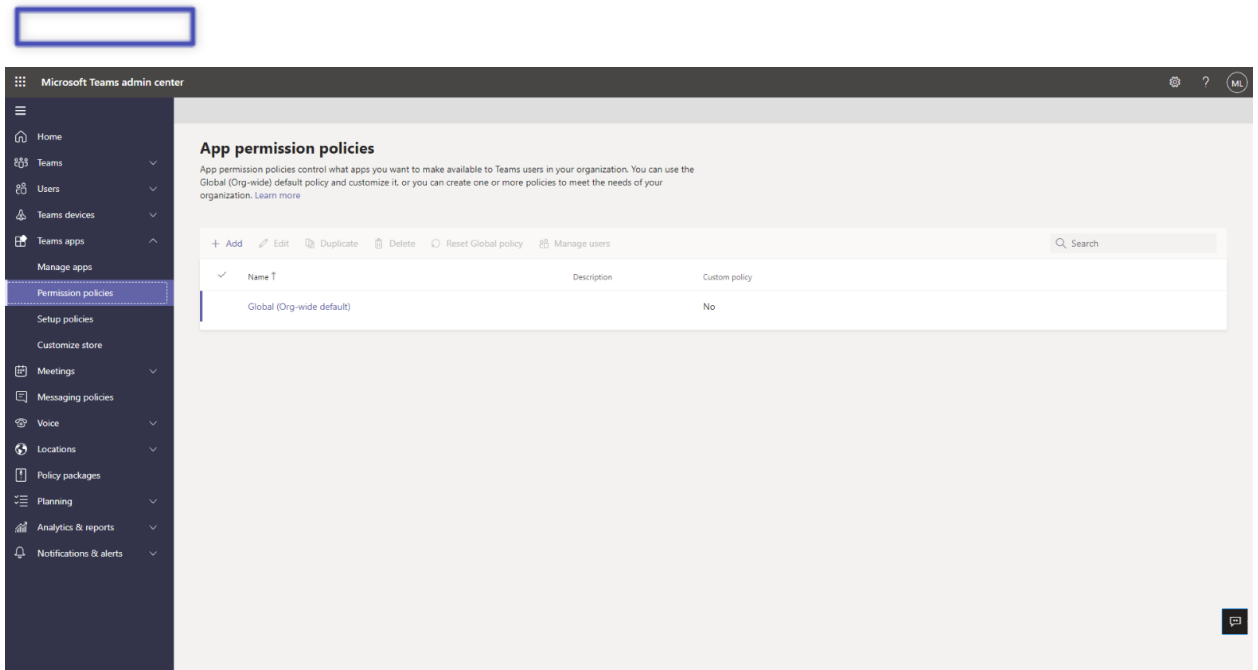


## Set Global (org-wide) app permission policies

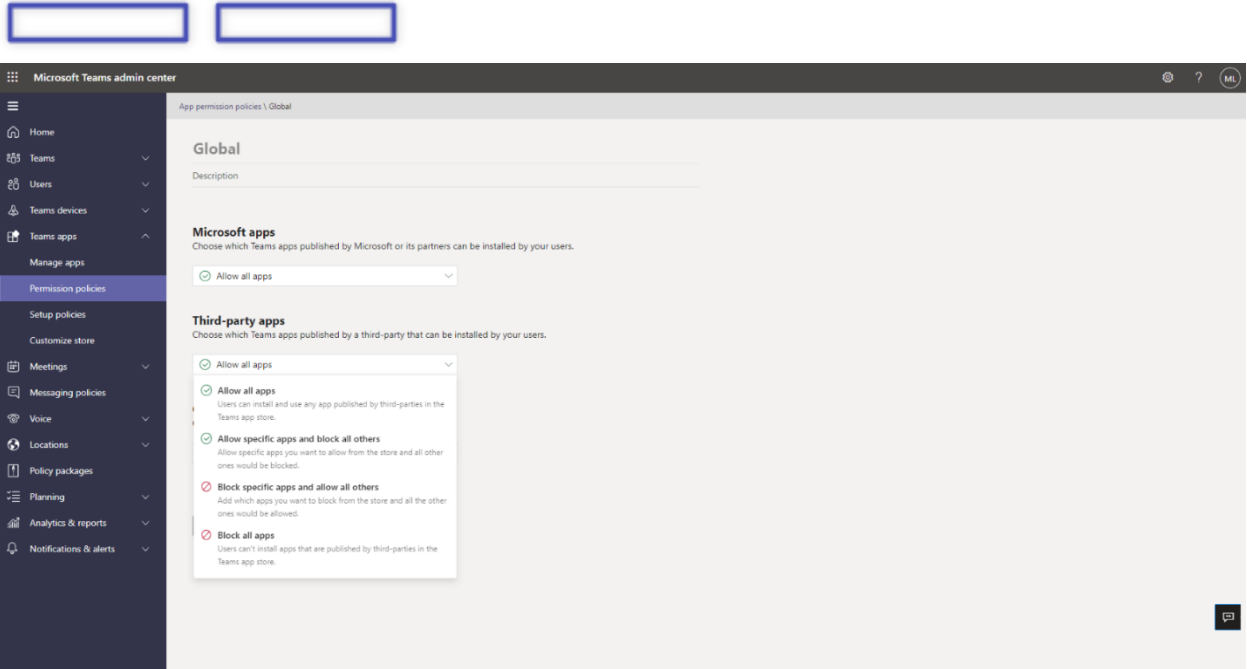
4. Select the **Teams apps** dropdown followed by **Permission policies**.



5. Click on **Global (Org-wide default)**

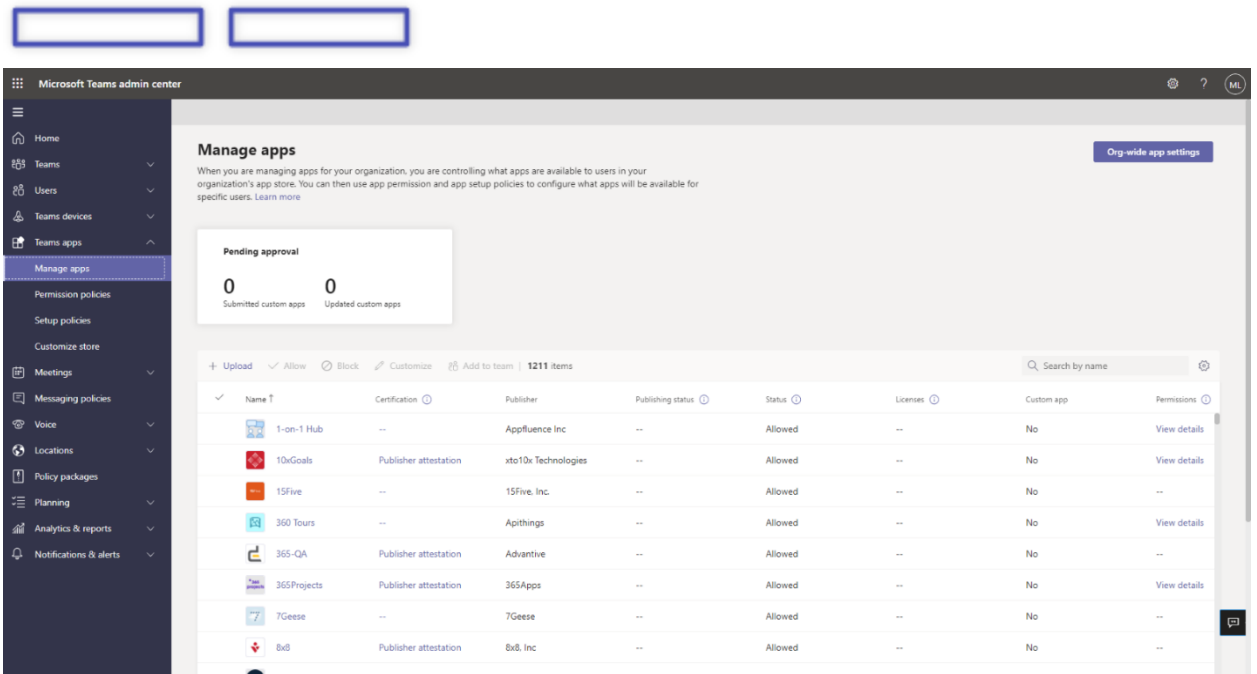


6. Under **Third-party apps**, ensure that **Allow all apps** is selected. Or, choose **Allow specific apps and block others** and search for MindGenius Online to add it to the list of approved apps.

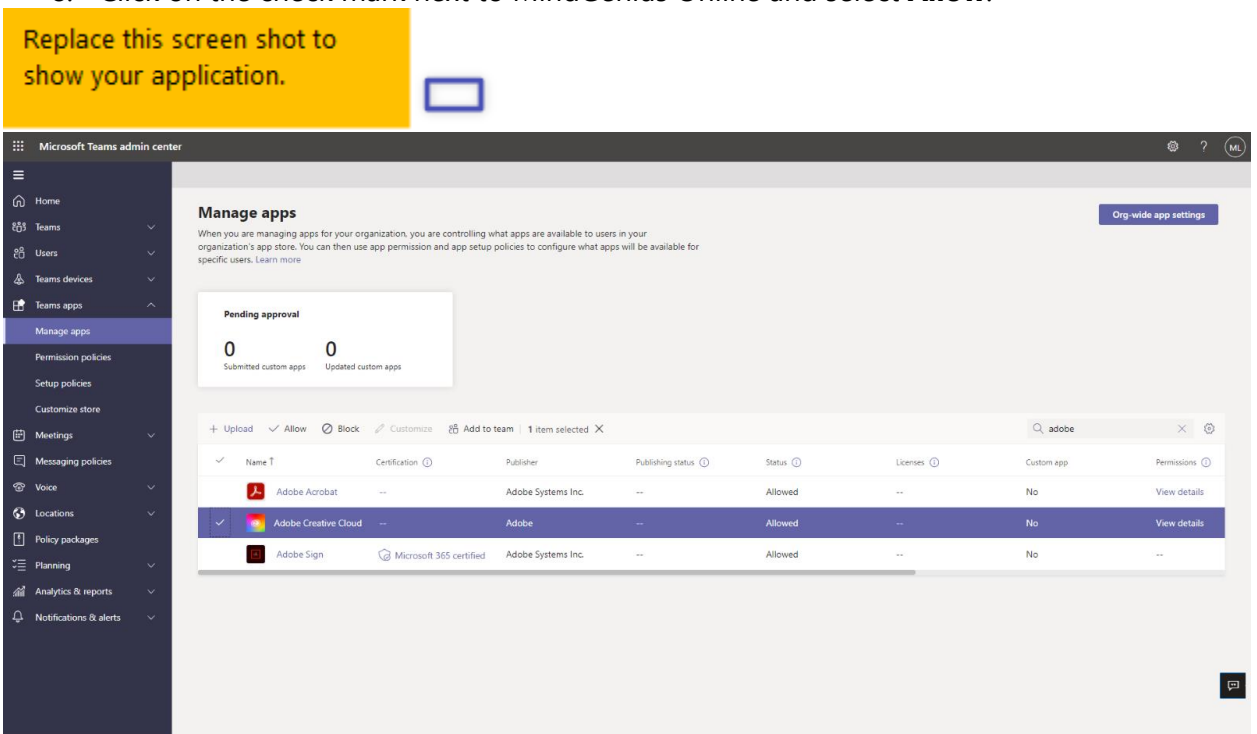


## Enable MindGenius Online in Teams

7. Select **Manage apps** and search for MindGenius Online



8. Click on the check mark next to MindGenius Online and select **Allow**.



9. Click **Allow** to let users access the application in Teams.



10. Click on the application to (a) review and grant org-wide admin consent to permissions to access data and (b) view resource-specific consent (RSC) permissions for the application.

Replace this screen shot to show your application.



Microsoft Teams admin center

Home  
Teams  
Users  
Teams devices  
Teams apps  
Manage apps  
Permission policies  
Setup policies  
Customize store  
Meetings  
Messaging policies  
Voice  
Locations  
Policy packages  
Planning  
Analytics & reports  
Notifications & alerts

### Manage apps

When you are managing apps for your organization, you are controlling what apps are available to users in your organization's app store. You can then use app permission and app setup policies to configure what apps will be available for specific users. [Learn more](#)

Org-wide app settings

Pending approval

0 Submitted custom apps 0 Updated custom apps

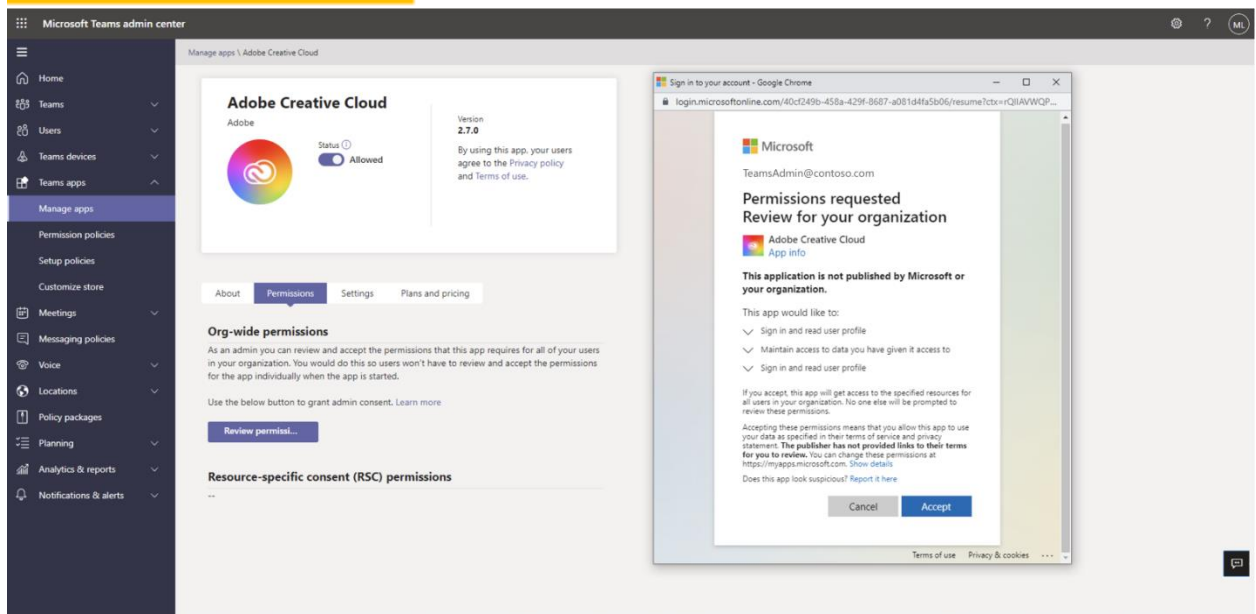
+ Upload ✓ Allow ⚙ Block ✎ Customize ➕ Add to team 3 items

✓	Name	Certification	Publisher	Publishing status	Status	Licenses	Custom app	Permissions
✓	Adobe Acrobat	---	Adobe Systems Inc.	---	Allowed	---	No	<a href="#">View details</a>
✓	Adobe Creative Cloud	---	Adobe	---	Allowed	---	No	<a href="#">View details</a>
✓	Adobe Sign	Microsoft 365 certified	Adobe Systems Inc.	---	Allowed	---	No	---

11. Click on **Permissions**, then **Review permissions** to launch a new window with the requested permissions. Click **Accept**.



Replace this screen shot to show your application.



12. If necessary, review the **Settings** for the application.

## Troubleshooting and additional resources

1. List tips and additional resources for frequently asked questions about deployment

## MindGenius Online for Microsoft Teams

### Customer Support for End-Users and IT Admins

Where can **end-users** of Microsoft Teams get customer support for your app?

**Via our manned support desk at [info@mindgenius.com](mailto:info@mindgenius.com)**

What SLA do you have for responding to **end-user raised customer issues** via your support channel?

**Office hours 9:00am-4:30pm Monday to Friday GMT – Response within the hour**

**Outwith Office hours Within the first hour of the subsequent working day**

What is the escalation matrix for **end-users** to get faster response and resolution for their issues/queries?

**Escalation is to Mr David Lenthall at [info@mindgenius.com](mailto:info@mindgenius.com)**

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