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

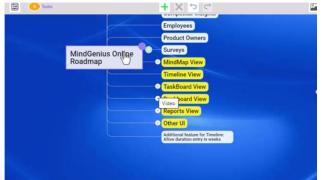
Introduction

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.

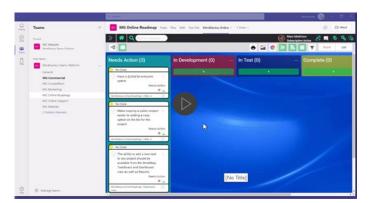
Create a unique workspace for you and your team to collate and develop ideas Capture ideas and information Quickly group and order information using drag and drop Effortlessly add new information





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

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

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©∄ →		Submit to app catalog Upload a custom app	Insights Mossish Corporation Nicrosoft Viva Insights provides personalized recommendations to help your do your best	Project. Motion Carporation Tackle anything from small projects to large initiatives. Track a project to completion on	Power Automate Microsoft Corporation Automate time-consuming and repetitive tasks by integrating your favorite apps and services	Lists Mooraft Create a new list from scratch, from templates, based on an existing list, or by importing data

3. Search for MindGenius Online

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() 1960	Manage your apps	

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

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Sign into MindGenius Online

5. 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

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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

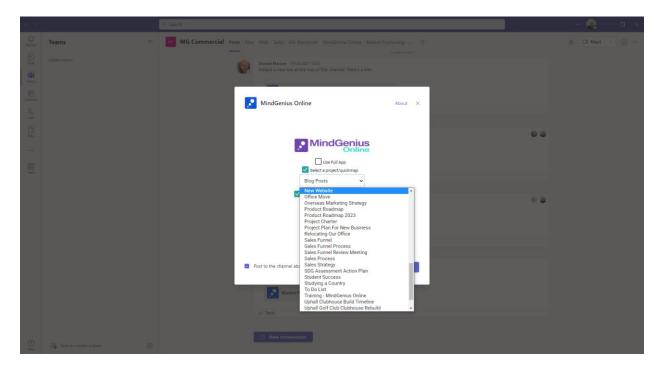
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When you set up a tab there are a number of options available

- 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.

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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

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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 – <u>Watch video</u>
- Best practice tips in short video format Visit Website

Configuration & Rollout

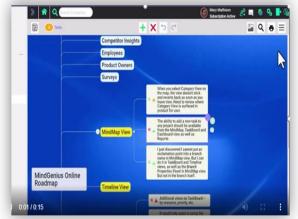
Introduction

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

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





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Configuration & rollout guidance for Microsoft 365 administrators

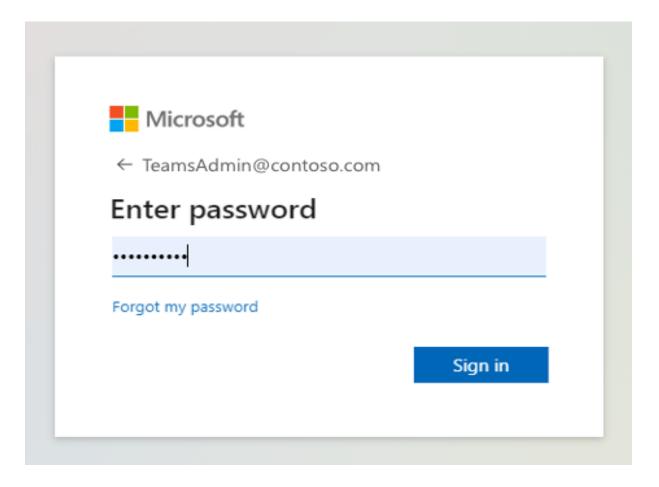
Prerequisites

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.

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Set Global (org-wide) app permission policies

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

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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.

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	Planning	~	Block specific apps and allow all others Add which apps you want to block from the store and all the other ones would be allowed.
	Analytics & reports Notifications & alerts	~	Block all apps Users can't install apps that are published by third-parties in the Teams app store.

Enable MindGenius Online in Teams

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

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

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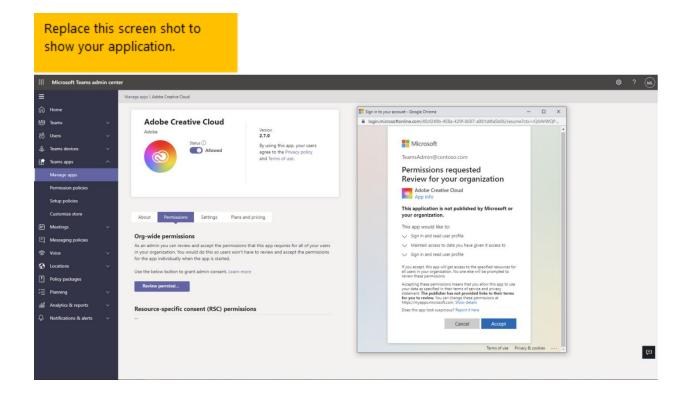
9. Click **Allow** to let users access the application in Teams.

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.

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Replace this screen shot to show your application.					*									
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11. Click on **Permissions**, then **Review permissions** to launch a new window with the requested permissions. Click **Accept**.



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

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

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