

# MindManager® for Microsoft Teams

## Microsoft 365 Installation Instructions

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## MINDMANAGER FOR MICROSOFT TEAMS OVERVIEW

### General Information

1. The MindManager App for Microsoft Teams deeply integrates with Microsoft Teams to unleash the power of MindManager directly into your Teams and Channels inside the app.
2. MindManager App for Microsoft Teams features
  - a. Add new or existing maps as tabs inside your discussion channels enabling contextual access to relevant MindManager files like project plans or flowcharts related to the Channel's discussion.
  - b. Create links to MindManager tabs inside Teams Channels to help other team members easily find your file and get on the same page.
  - c. Each MindManager tab has its own contextual discussion thread where teams can chat about the MindManager file(s) therein.
  - d. Open, and edit MindManager files stored in Teams in the embedded editor OR in the MindManager Windows desktop application, your choice.
  - e. Seamless co-editing that automatically enables as soon as two or more team members open the same file.
  - f. Conveniently facilitate dynamic planning sessions, knowledge sharing, brainstorming, whiteboarding, and more without leaving the Teams app by creating new maps via the embedded editor.
3. The user interface supports English, French, German, Russian, Simplified Chinese, Japanese, Dutch and Spanish. The language will be selected based on the system's language settings. Map content will appear in the language used to create it.

## SUPPORTED ENVIRONMENTS

### Windows

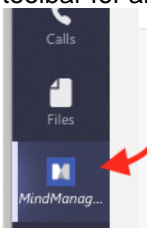
- Microsoft® Windows® 10: 32-bit and 64-bit
  - Required: Microsoft Teams app version 1.3
  - Optional (for desktop integration): MindManager Windows desktop app version 20.0 or greater

### Mac

- OS X 10.12 or greater
  - Required: Microsoft Teams app version 1.3

## DEPLOYMENT INSTRUCTIONS

1. **Download** the MindManager App for Microsoft Teams Manifest File:  
[http://download.mindjet.com/MindManager\\_Teams\\_Manifest.zip](http://download.mindjet.com/MindManager_Teams_Manifest.zip)
  - a. Upload the App Package (Manifest File)
  - b. Instructions on uploading the App Package can be found here:  
<https://docs.microsoft.com/en-us/microsoftteams/platform/concepts/deploy-and-publish/apps-upload>
  - c. **Enable “Custom Apps.”** For instructions on how to enable “Custom Apps” for your users see:  
<https://docs.microsoft.com/en-us/microsoftteams/teams-custom-app-policies-and-settings>
4. **Configure your App Permission Policy** so that the desired users have access to the App.
  - a. The app can be deployed Org-wide or to users in a specific Team, for more details on App permission policies and how to do this see:  
<https://docs.microsoft.com/en-us/microsoftteams/teams-app-permission-policies>
5. **Update your App Setup Policy** to “Pin” MindManager to the app list on the left side of the Teams app
  - a. When deploying the app, MindManager recommends making it easy for your end users to find and use by modifying your app setup policy to pre-install and “Pin” the app to the toolbar for all users who should have access to the application as shown below:



For more details on how to pre-install and Pin the app see:

<https://docs.microsoft.com/en-us/microsoftteams/teams-app-setup-policies>

## LICENSE ADMINISTRATION INSTRUCTIONS

All users must have an active MindManager App for Microsoft Teams subscription license to use the application. Users who do not have a license will see an error message after signing in. You can license your users in two ways:

Use the License Administration Portal to assign licenses by email address. (recommended)

For more information on this method see: <https://vimeo.com/449006242/9cb0b24c63>

**Or**

Distribute your license key to your end users and have them enter it into the app themselves.

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