



ask.it for Microsoft Teams

Deployment guide

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1. Introduction

This document provides guidance for Microsoft 365 administrators to deploy ask.it in Microsoft Teams. This document also includes information for Teams users to get started with ask.it.

1.1 Overview of ask.it in Teams

- ask.it allows the organiser to send attendees questions during virtual meetings
- Attendees will be prompted to respond anonymously
- The meeting organiser receives a breakdown of the results

2. Deployment guidance for Microsoft 365 administrators

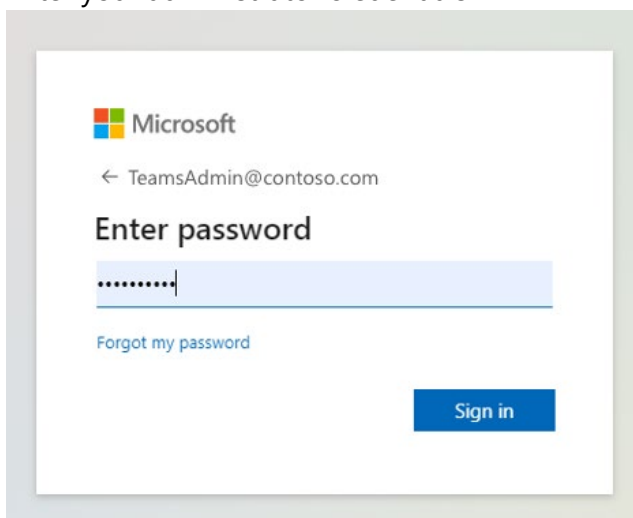
2.1 Prerequisites

Prior to deploying ask.it in Microsoft Teams, ensure that you have:

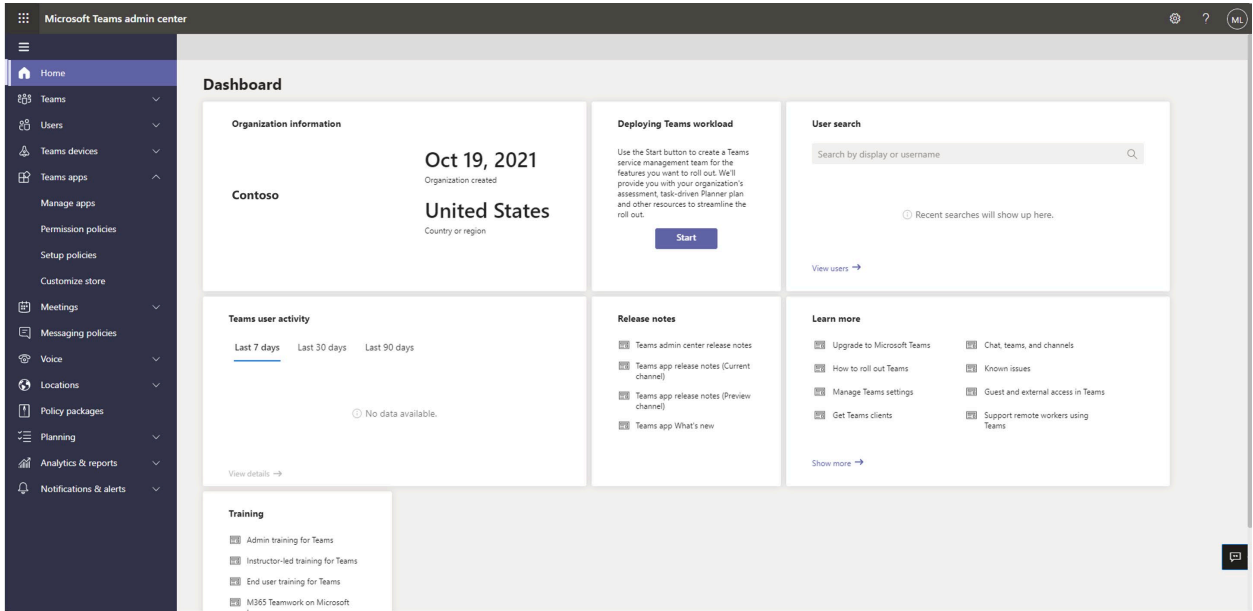
- An active Microsoft 365 subscription
- Access to a Microsoft 365 administrator account
- Activated Microsoft Teams for your organization
- An active Cloud Cover IT/ask.it subscription

2.2 Sign into the Microsoft Teams admin center

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

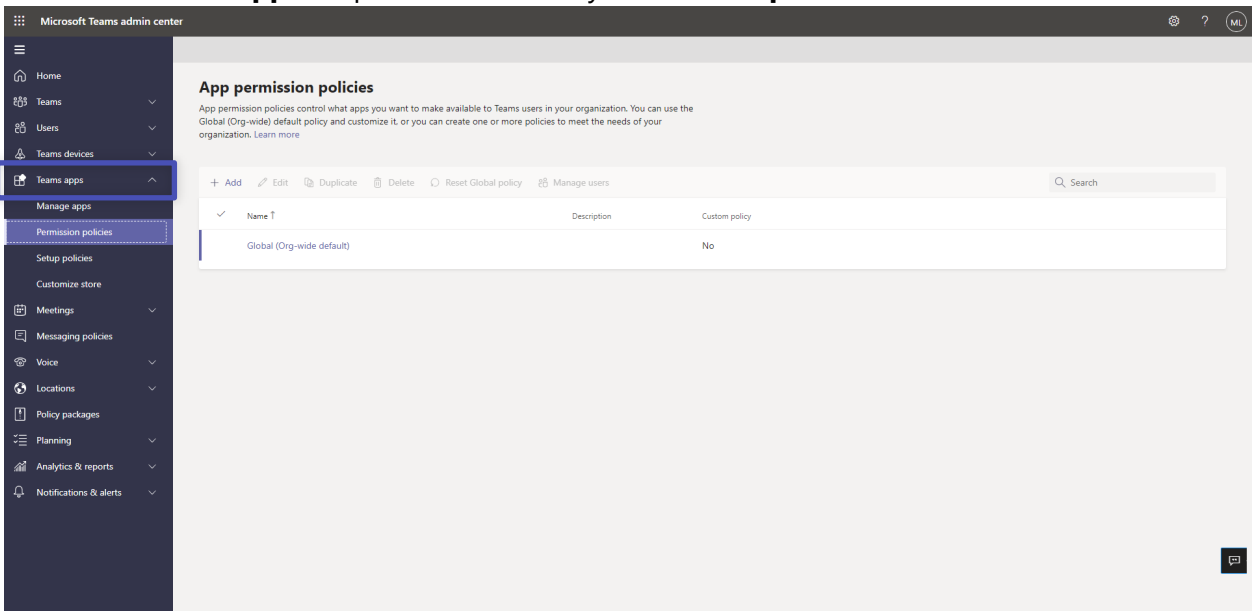


3. Access the Teams admin center dashboard.

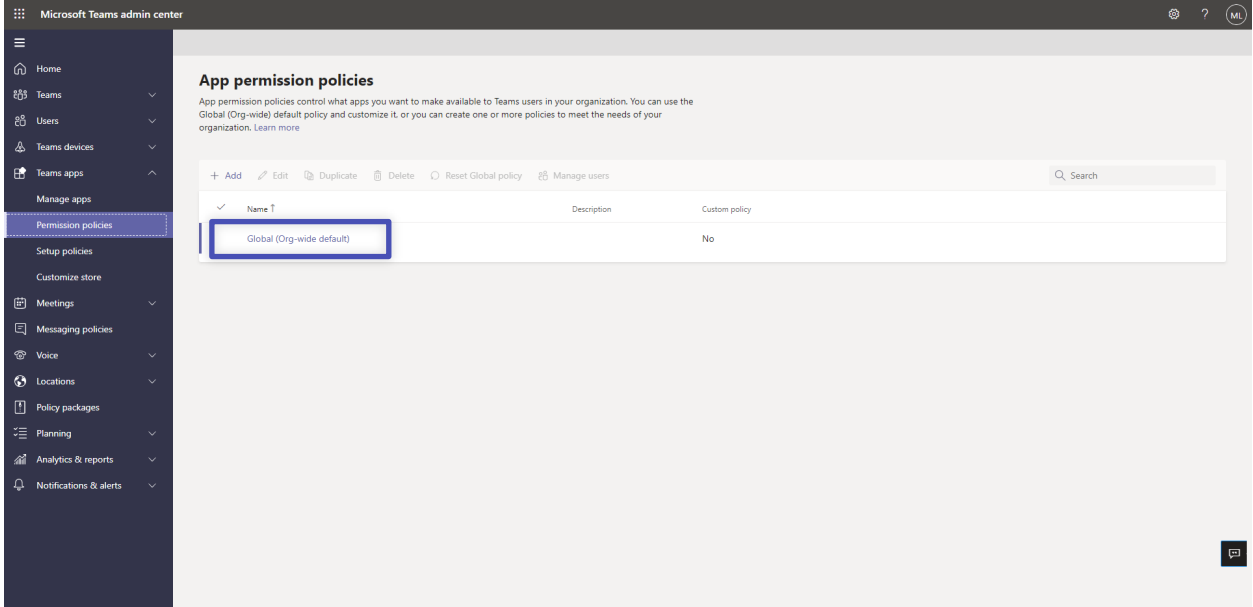


2.3 Set Global (org-wide) app permission policies

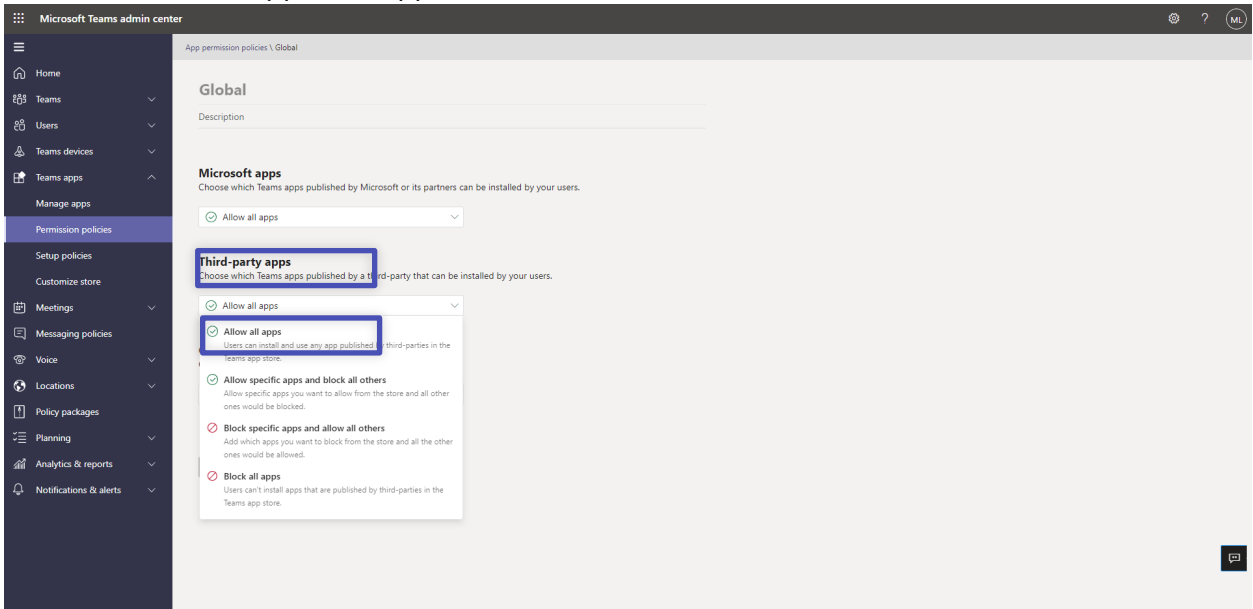
4. Select the **Teams apps** dropdown followed by **Permission policies**.



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 ask.it to add it to the list of approved apps.



2.4 Activate ask.it in Teams

7. Select **Manage apps** and search for ask.it

The screenshot shows the Microsoft Teams admin center interface. The left-hand navigation pane has 'Manage apps' selected and highlighted with a blue box. The main content area is titled 'Manage apps' and includes a 'Pending approval' summary card showing 0 Submitted custom apps and 0 Updated custom apps. Below this is a table of installed apps. A search bar in the top right of the table area is highlighted with a blue box and contains the text 'Search by name'.

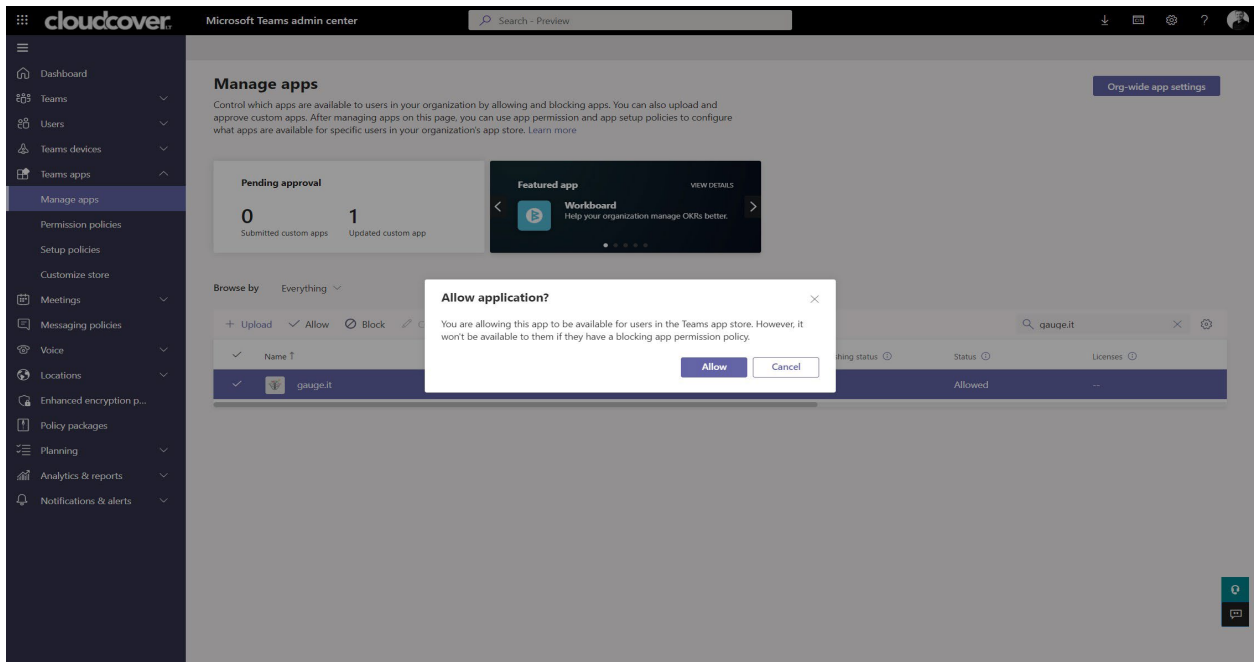
Name	Certification	Publisher	Publishing status	Status	Licenses	Custom app	Permissions
1-on-1 Hub	--	Appfluence Inc	--	Allowed	--	No	View details
10xGoals	Publisher attestation	xtolix Technologies	--	Allowed	--	No	View details
15Five	--	15Five, Inc.	--	Allowed	--	No	--
360 Tours	--	Apithings	--	Allowed	--	No	View details
365-QA	Publisher attestation	Advantive	--	Allowed	--	No	--
365Projects	Publisher attestation	365Apps	--	Allowed	--	No	View details
7Geese	--	7Geese	--	Allowed	--	No	--
8x8	Publisher attestation	8x8, Inc	--	Allowed	--	No	--

8. Click on the check mark next to ask.it and select **Allow**.

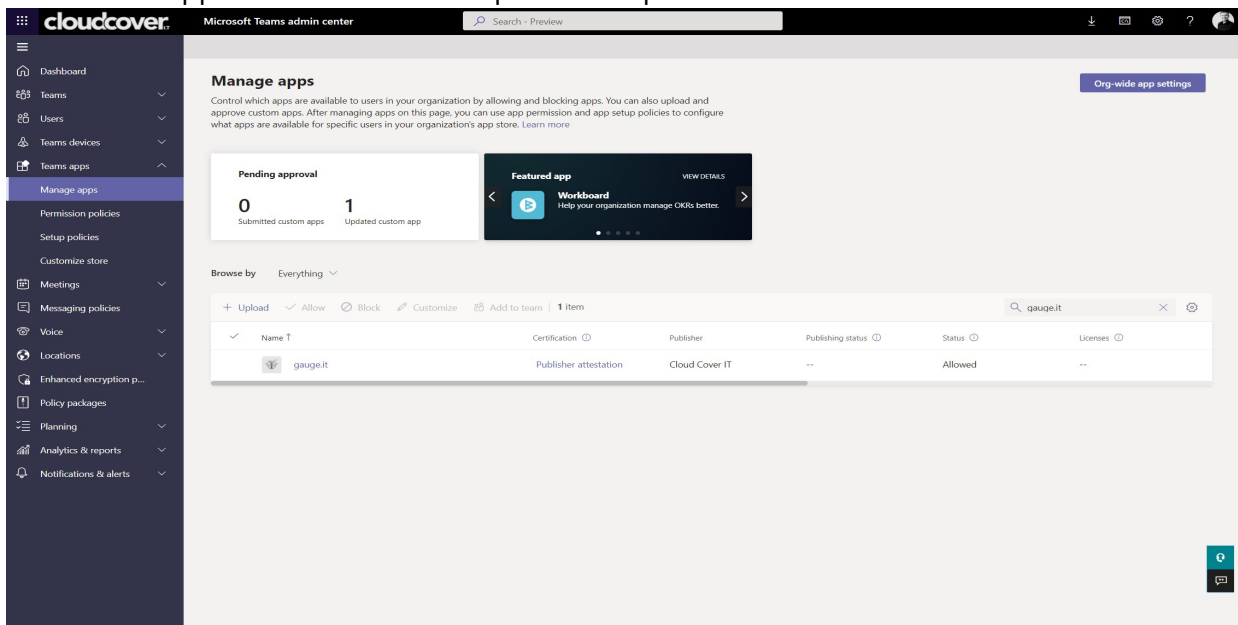
The screenshot shows the Microsoft Teams admin center interface. The left-hand navigation pane has 'Manage apps' selected. The main content area is titled 'Manage apps' and includes a 'Pending approval' summary card showing 0 Submitted custom apps and 1 Updated custom app. Below this is a table of installed apps. The 'Allow' button in the top action bar is highlighted with a blue box. The search bar in the top right of the table area contains the text 'gauge.it'.

Name	Certification	Publisher	Publishing status	Status	Licenses
gauge.it	Publisher attestation	Cloud Cover IT	--	Allowed	--

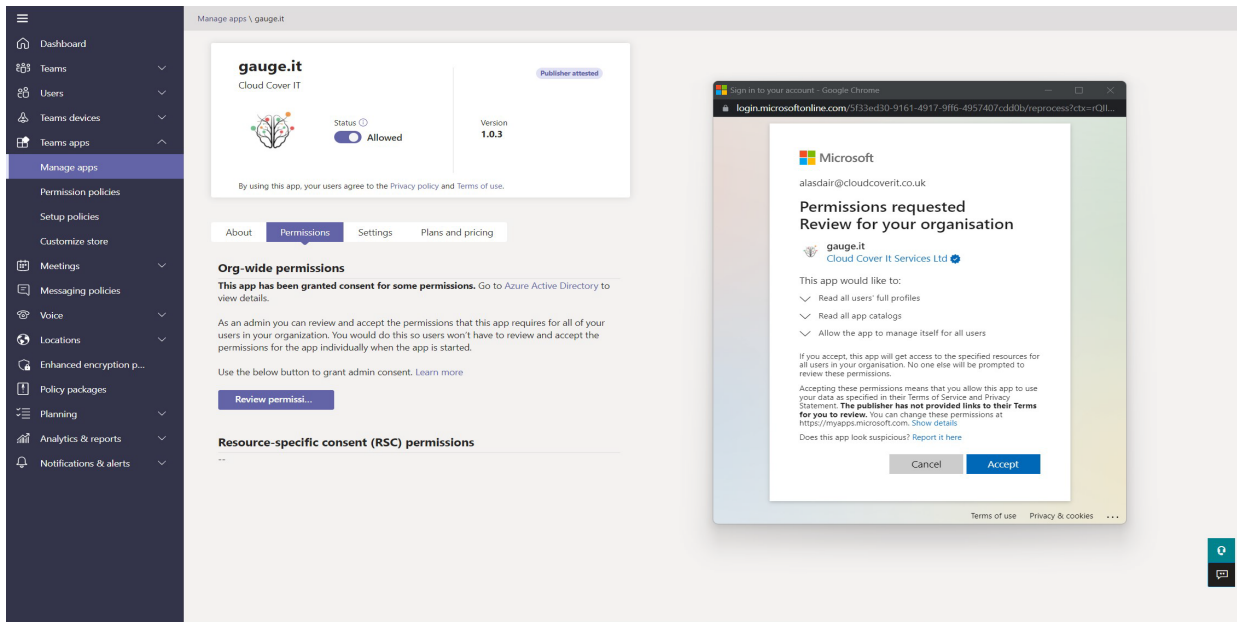
9. Click **Allow** to let users access the application in Teams.



10. Click on the application to review the permission policies.



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.

2.5 Troubleshooting and additional resources

1. If you experience any issues, please reach out to us via info@cloudcoverit.co.uk

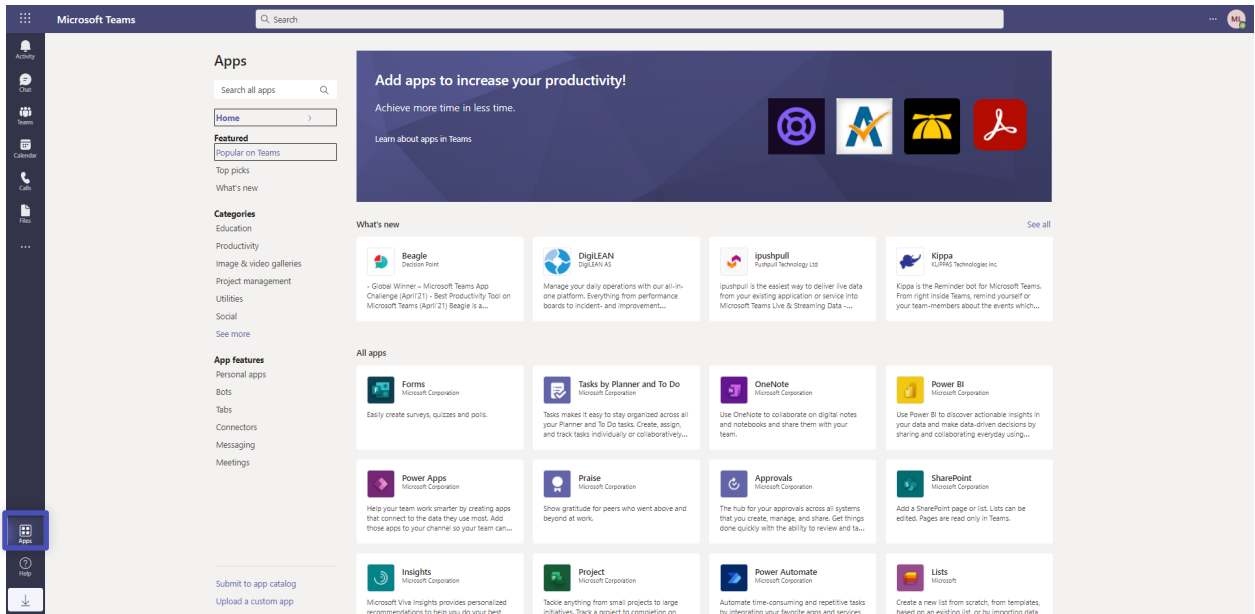
3. Deployment guidance for Teams users

3.1 Prerequisites

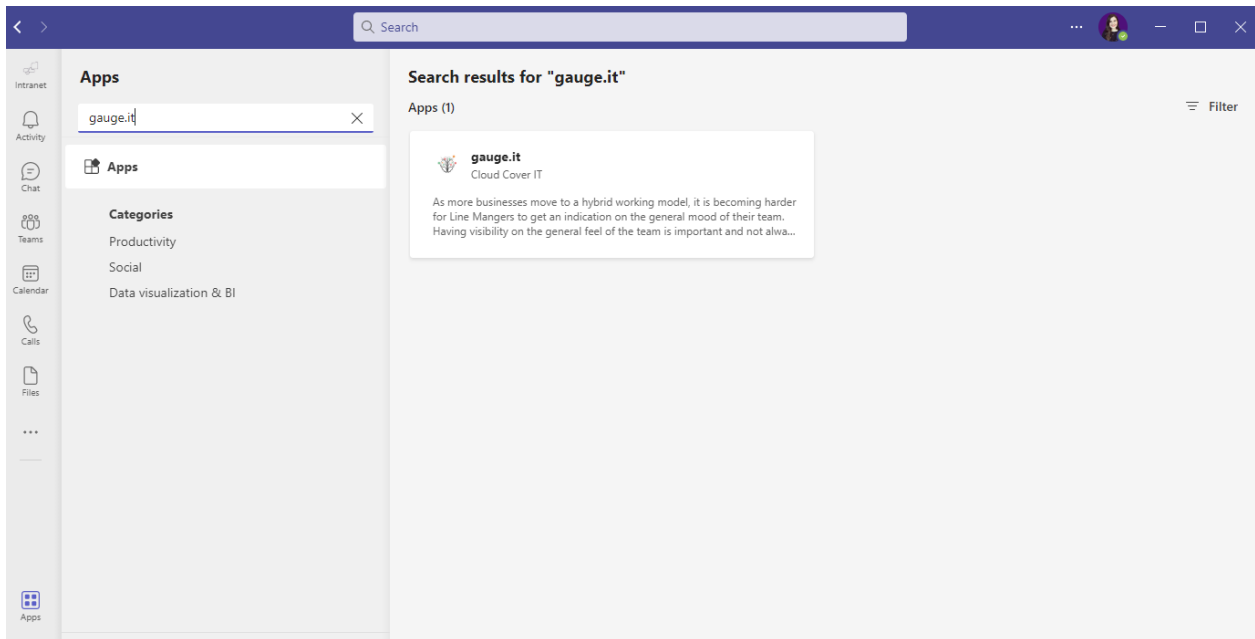
- Active Teams account

3.2 Add ask.it to Teams

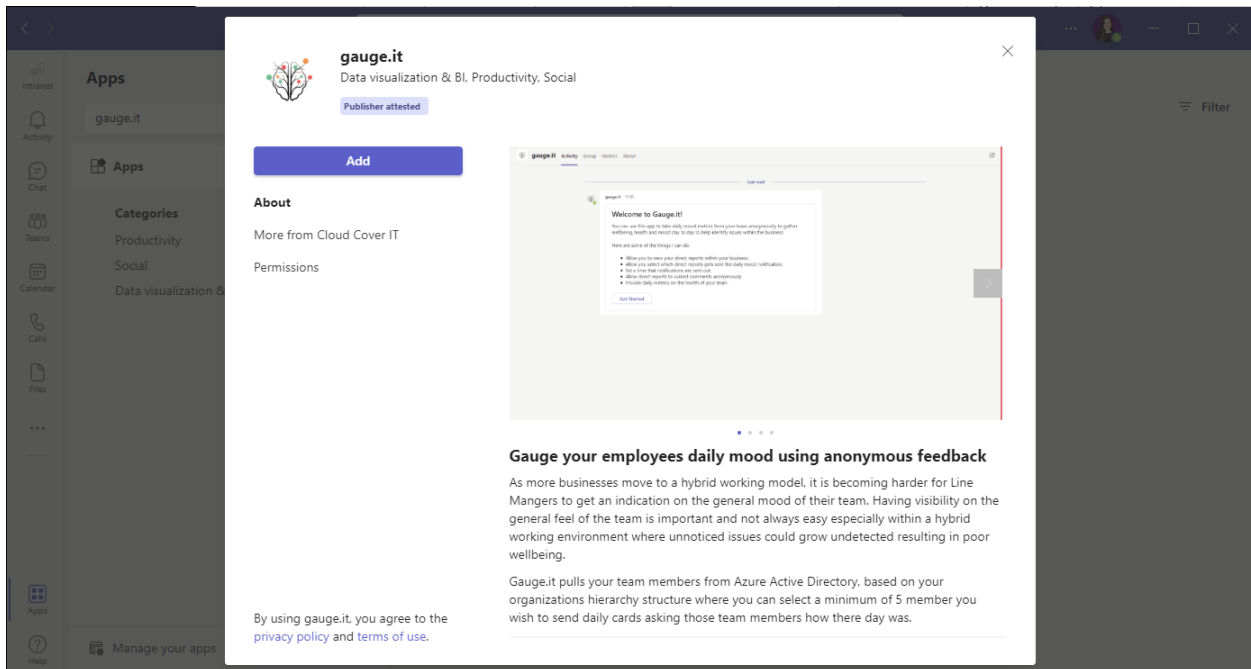
1. Open Teams and sign in.
2. Select the **Apps** icon on the left rail of the Teams window.



3. Search for ask.it



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



3.3 Start using ask.it

5. Once you have downloaded the app, ask.it pulls your team members from the Azure Active Directory
6. Select a minimum of 5 of your employees to send daily cards to
7. Set the time you would like the daily card sent at
8. Once the card has been sent, employees will receive an alert asking them how their day was and giving them an option of three emojis to choose from. There is also an option to provide additional comments
9. Once the employee has submitted their feedback it will be sent anonymously to leadership
10. Leadership will then be able to view a breakdown of the results

3.4 Additional resources

11. To learn about the other products and services we offer, visit www.cloudcoverit.co.uk