Microsoft

gauge.it for Microsoft Teams

Deployment guide

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1. Introduction

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

1.1 Overview of gauge.it in Teams

- gauge.it allows organisations to take daily anonymous mood metrics from their team to gather feedback on their wellbeing, health, and mood
- Employees are sent a daily notification reminding them to complete their mood report – leadership have complete control over who receives the notification and the time it is sent
- Leadership receive a breakdown of the results, allowing them to get an understanding of their team's morale level

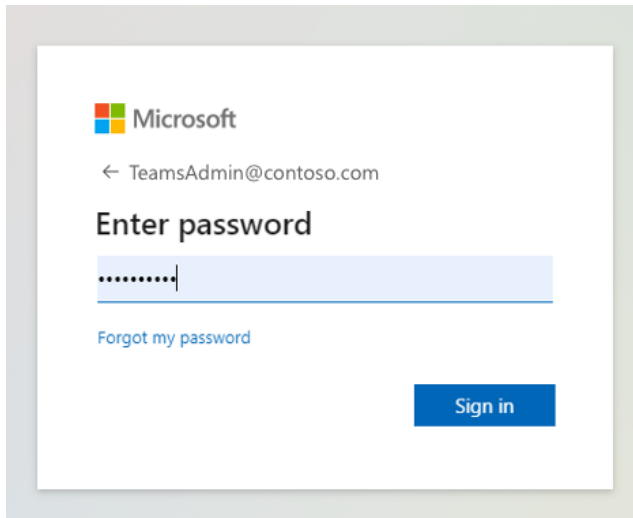# 2. Deployment guidance for Microsoft 365 administrators

2.1 Prerequisites

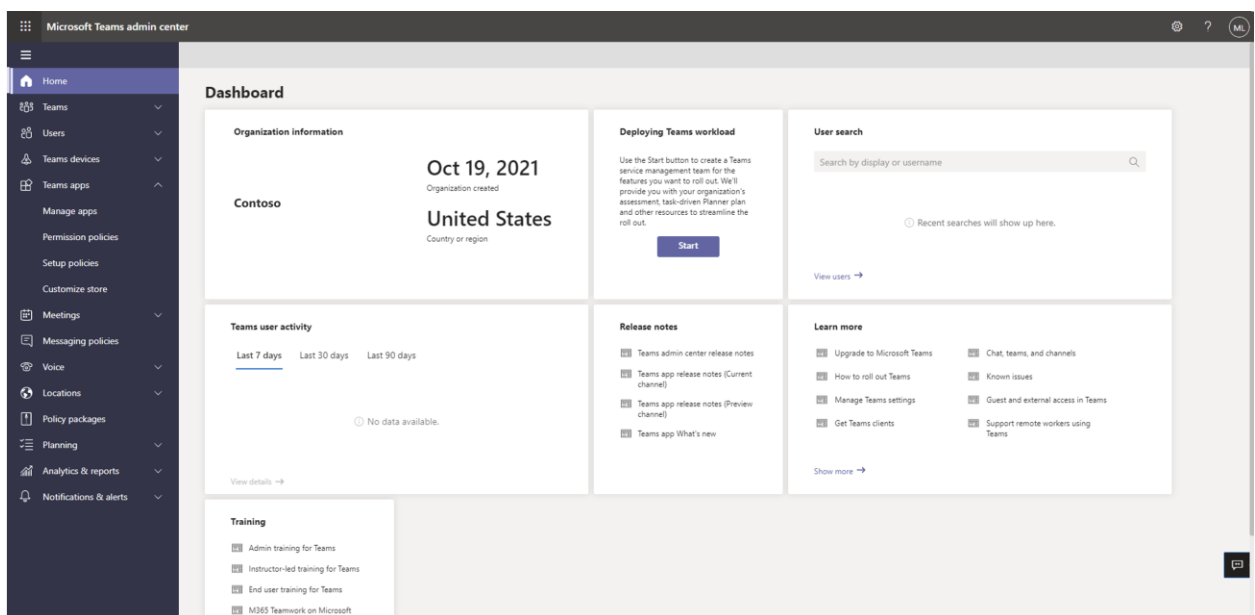Prior to deploying gauge.it in Microsoft Teams, ensure that you have:

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

2.2 Sign into the Microsoft Teams admin center

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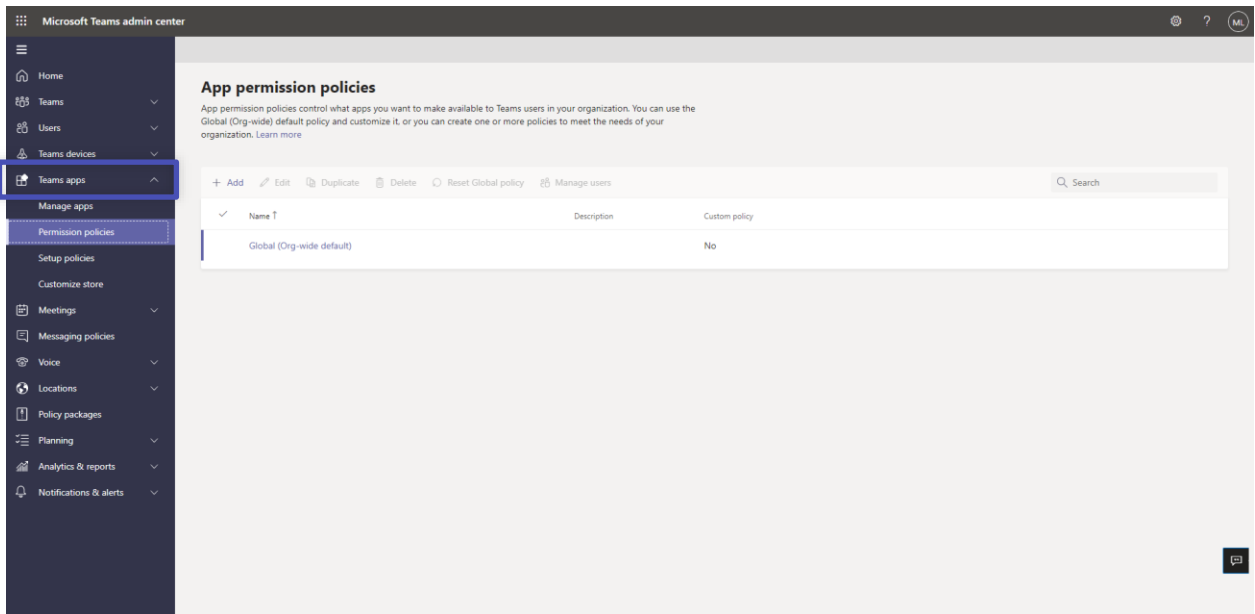
2. Enter your administrator credentials

3. Access the Teams admin center dashboard.

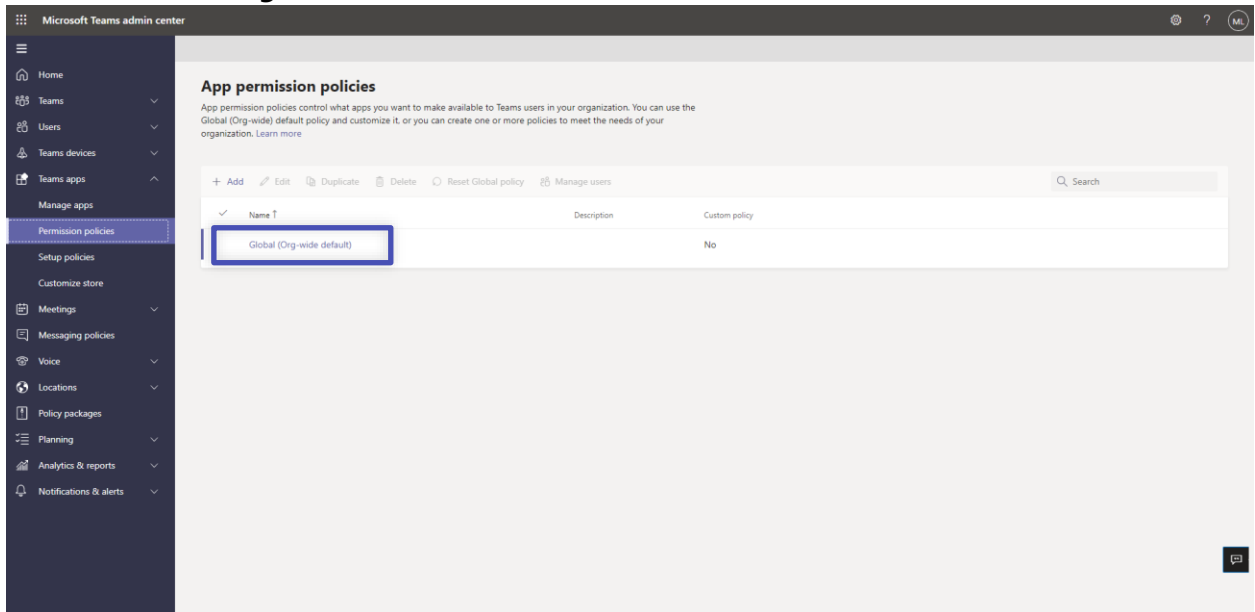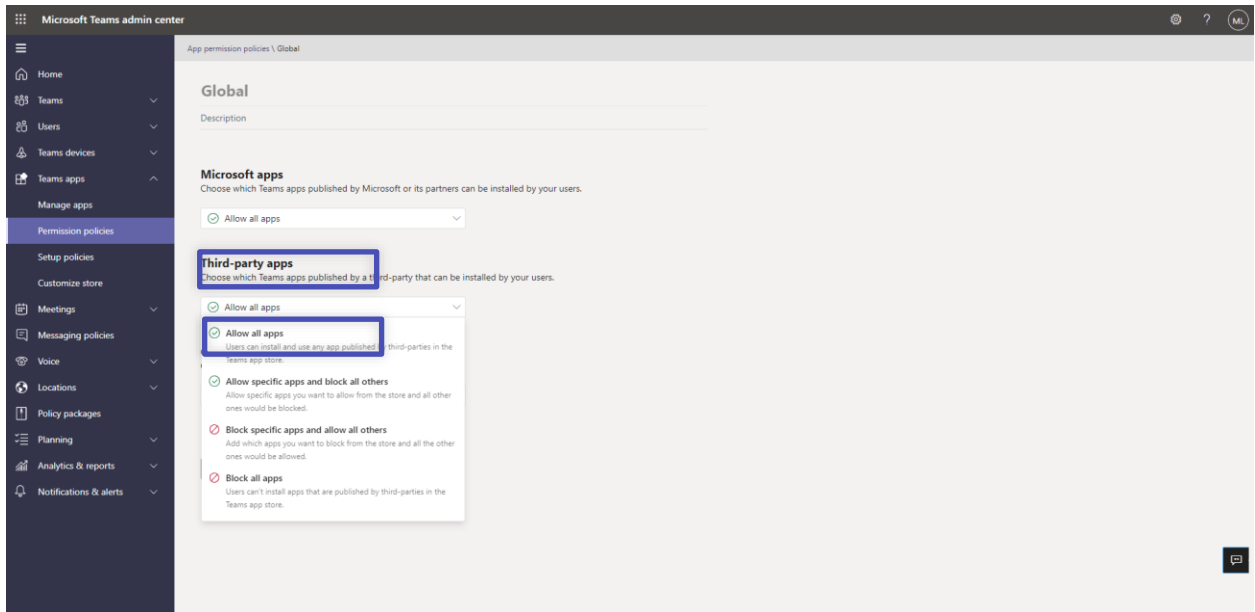## 2.3 Set Global (org-wide) app permission policies

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

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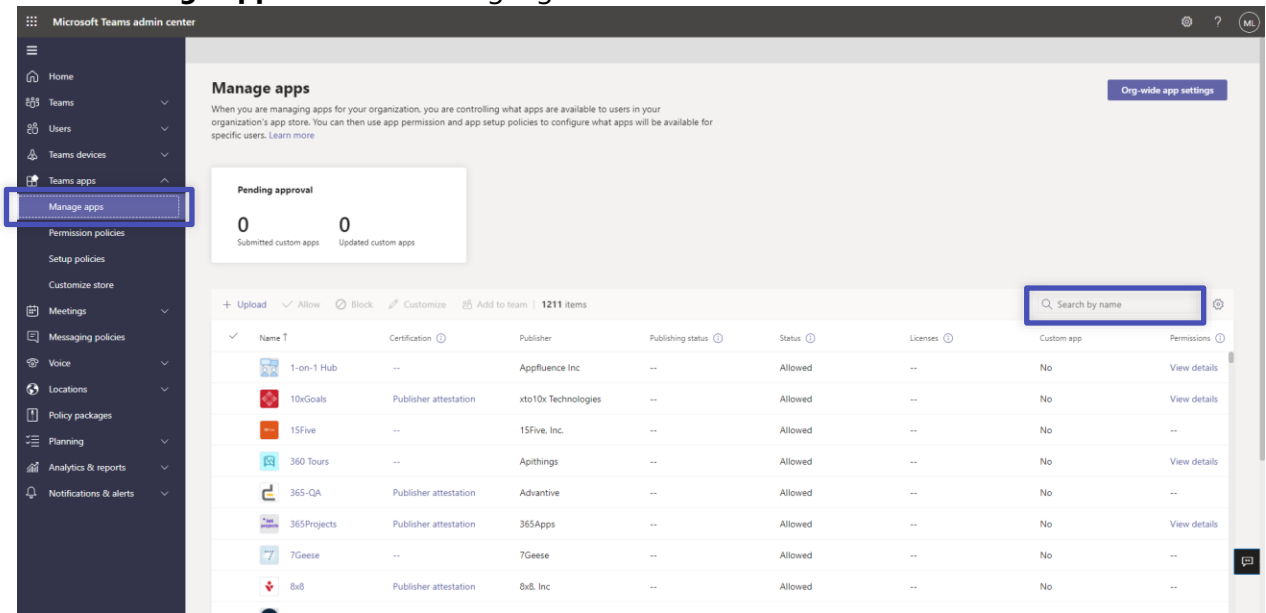
5. Click on **Global (Org-wide default)**

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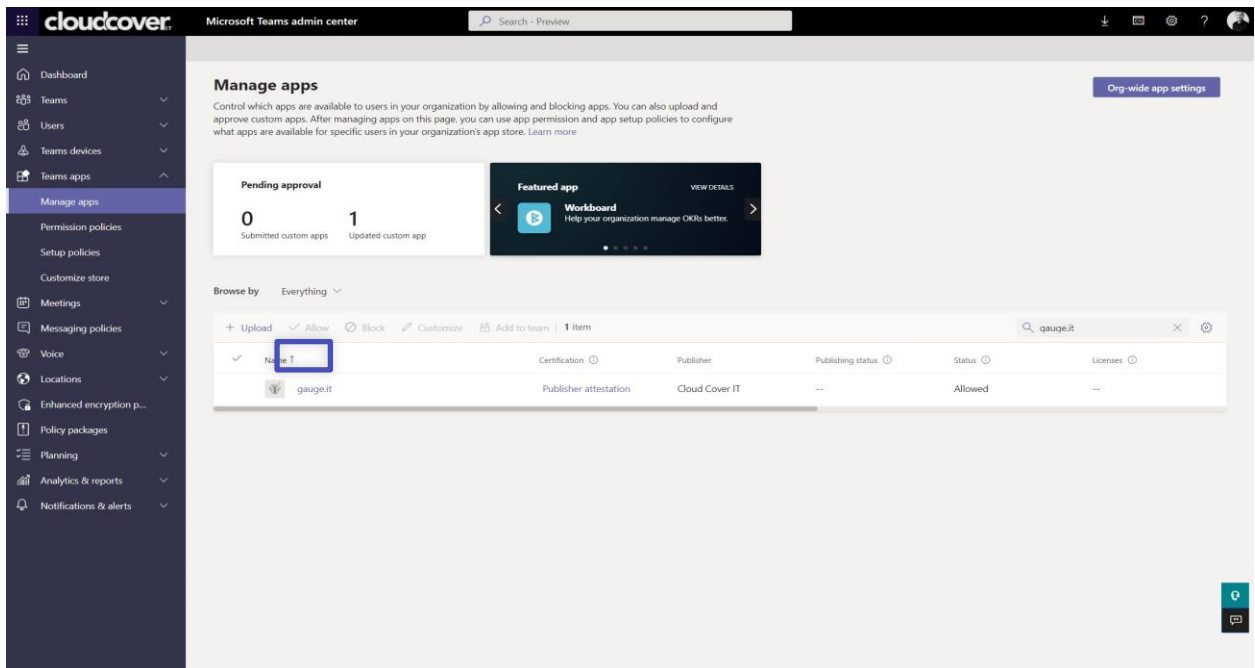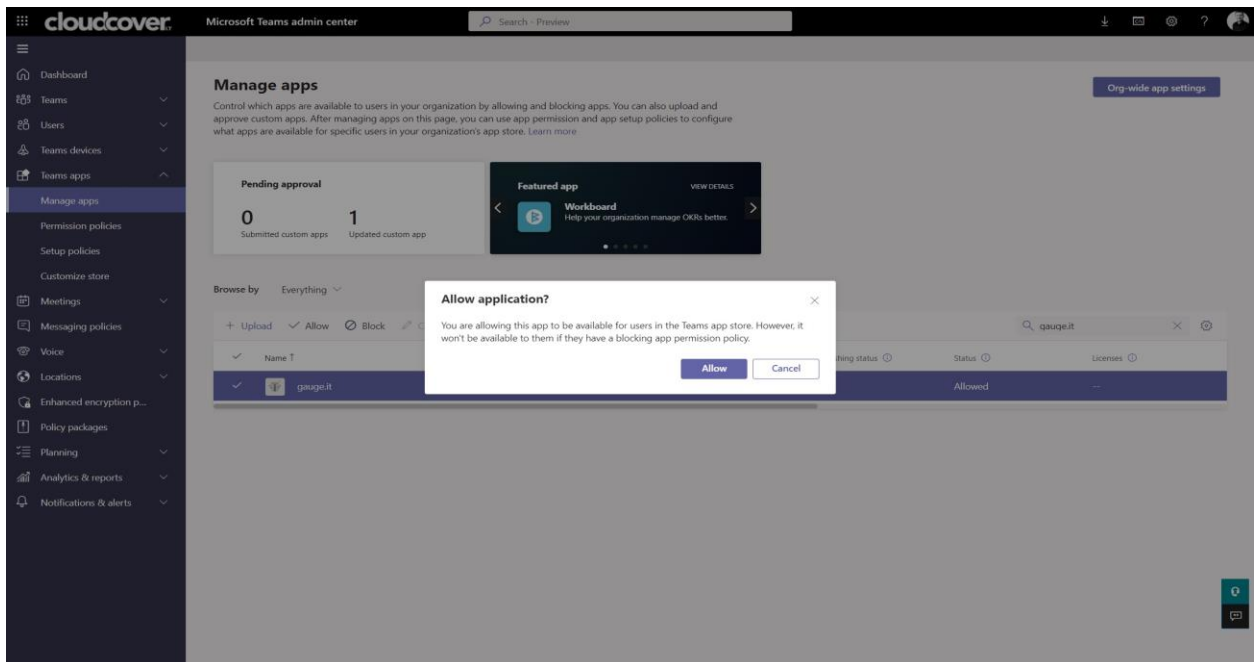
2.4 Activate gauge.it in Teams

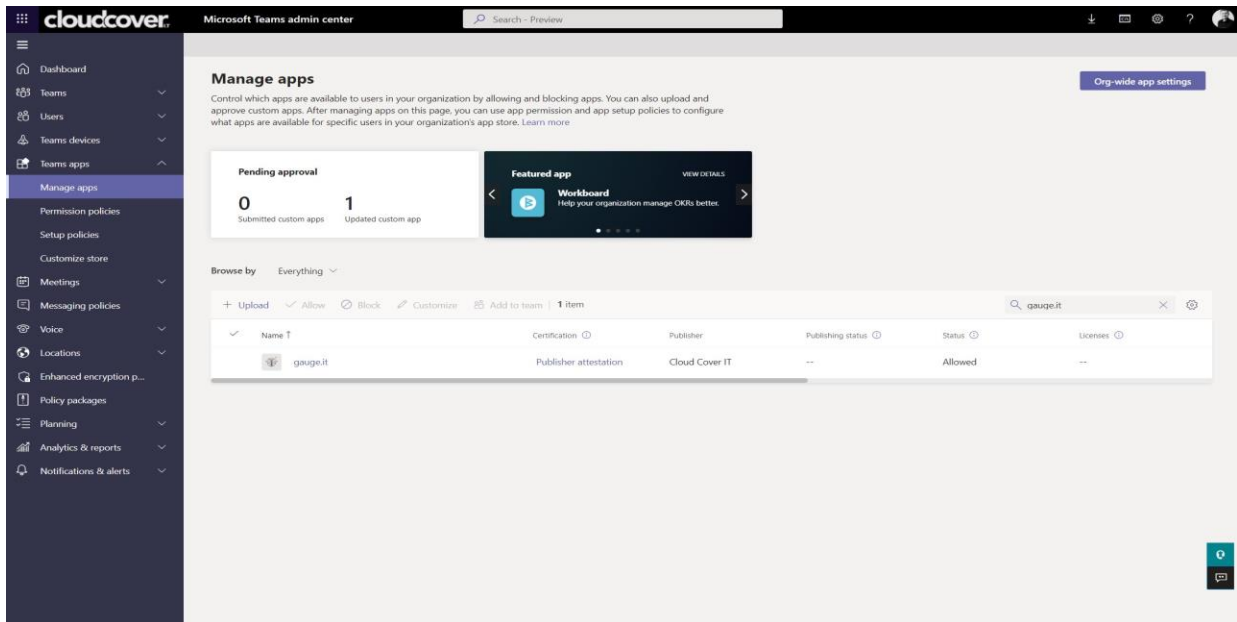7. Select **Manage apps** and search for gauge.it

8. Click on the check mark next to gauge.it and select **Allow**.
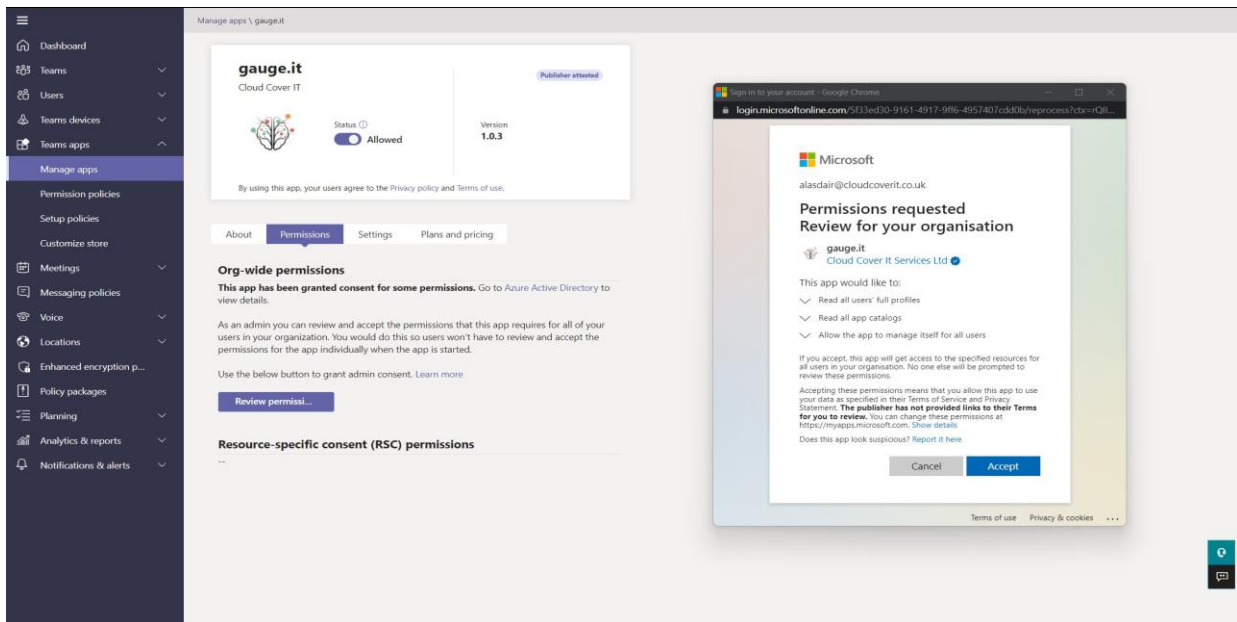
9. Click **Allow** to let users access the application in Teams.

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

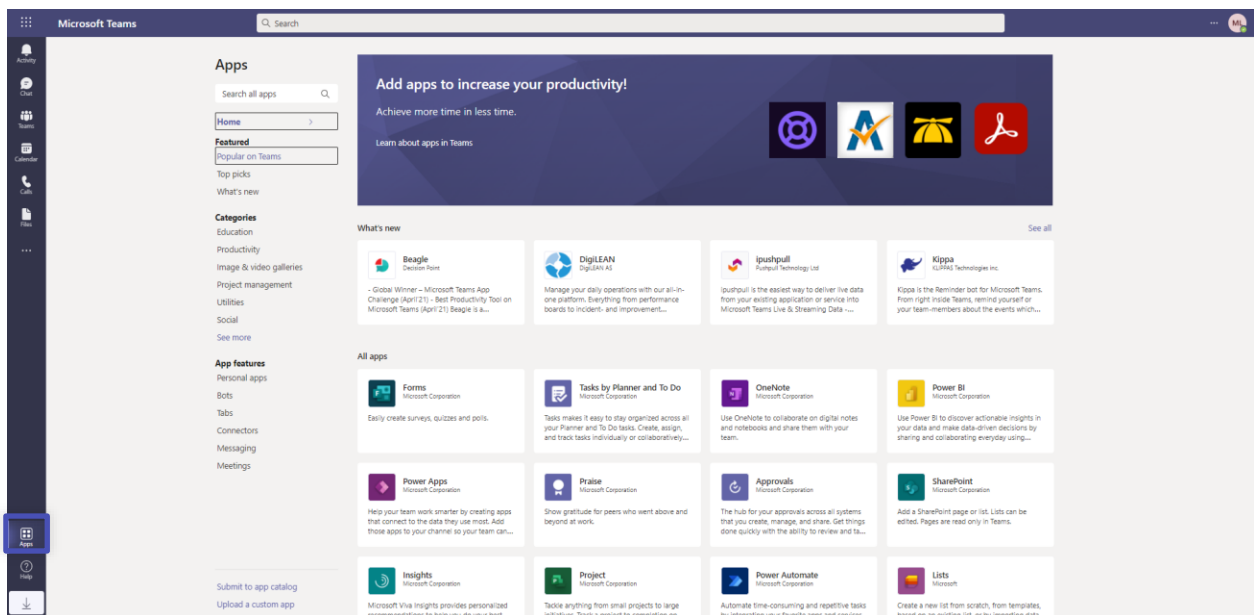1. If you experience any issues, please reach out to us via info@cloudcoverit.co.uk

3. Deployment guidance for Teams users
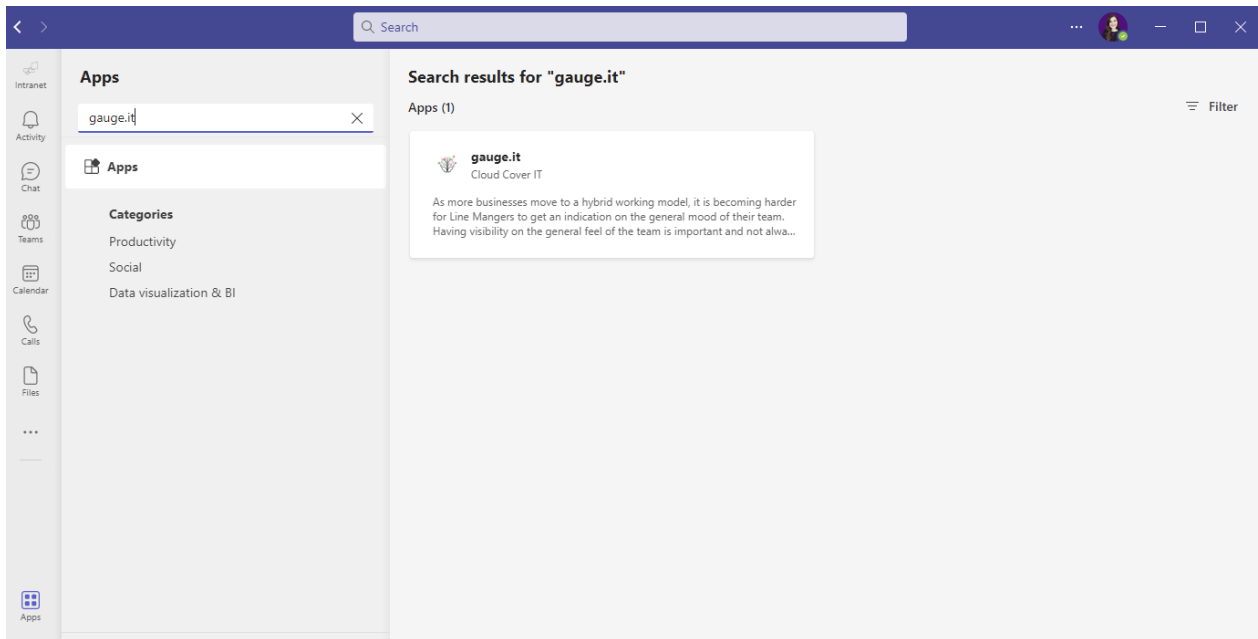
3.1 Prerequisites
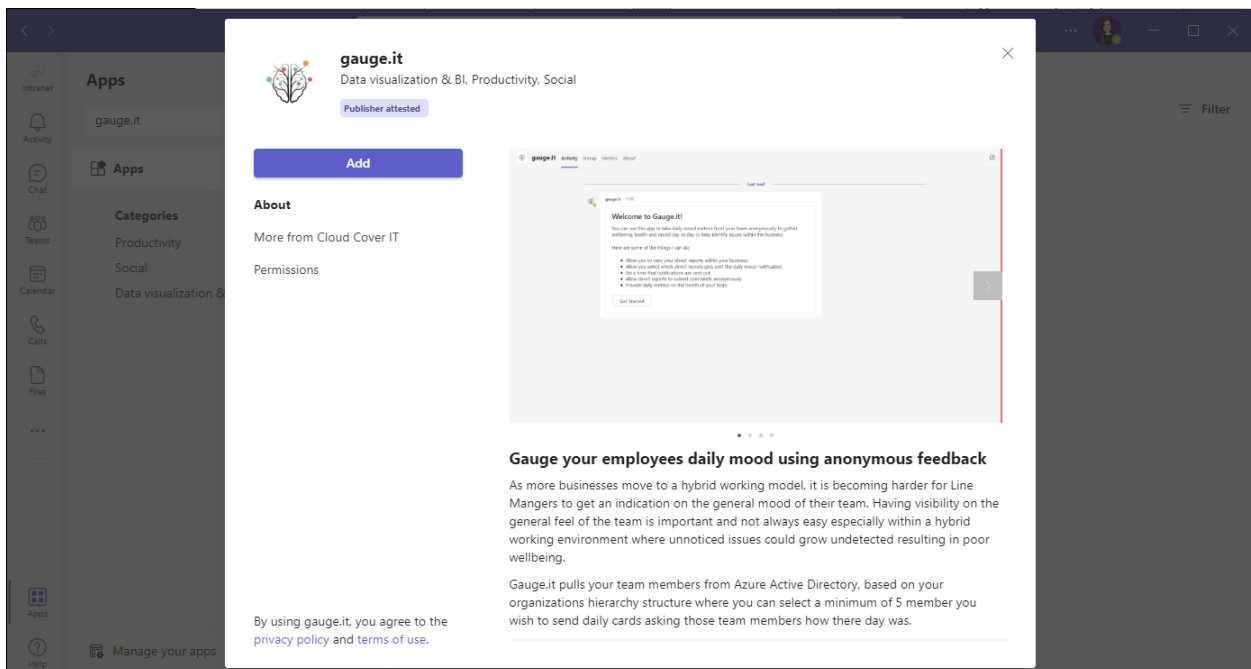
- Active Teams account

3.2 Add gauge.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 gauge.it

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

3.3 Start using gauge.it

5. Once you have downloaded the app, gauge.it pulls your team members from the Azure Active Directory

6. Select the employees that you would like to receive the daily card
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