



ENABLE 365 - Agenda

- Save time with effective meetings

AGENDA

Installation

Introduction

Take control of your meetings with Enable 365 Agenda Meeting App

Agenda is a Microsoft Teams app to help you conduct meetings efficiently. With Agenda, meeting management will become easy, as you will have support from planning to execution and with after-meeting tasks, such as distributing minutes.

After you have purchased Agenda for your business, it is ready to use on one or more Teams, depending on your license.

This guide describes how to install Agenda in your team.

Good luck!



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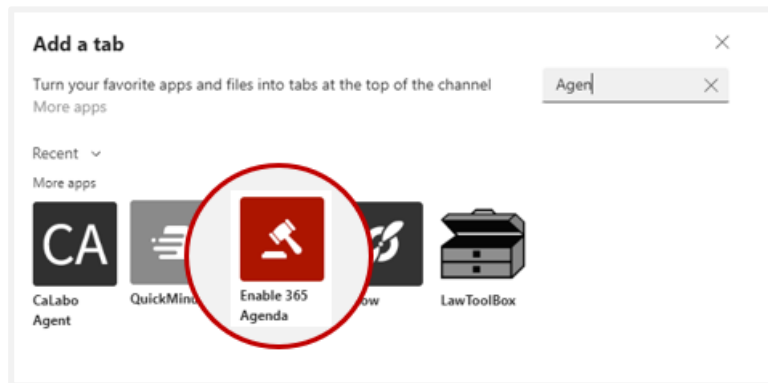
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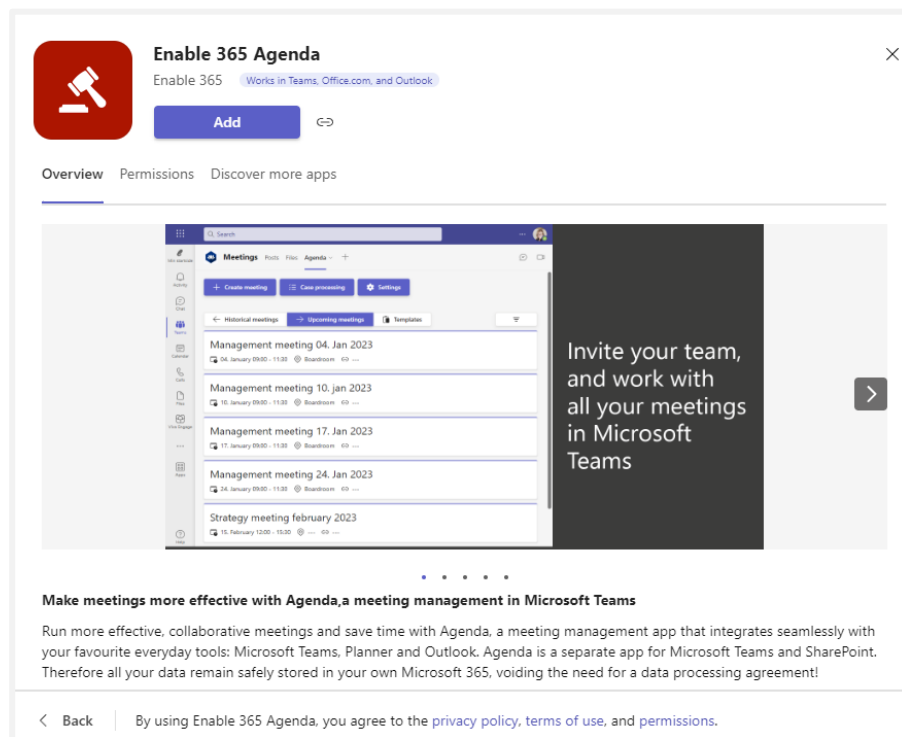
Install Agenda in the Microsoft 365 Tenant

Initial Installation of Agenda in Microsoft 365 Tenant

Go to the desired channel in the Team, click the plus symbol to add a tab, and select "Enable 365 Agenda" in the list of available apps:

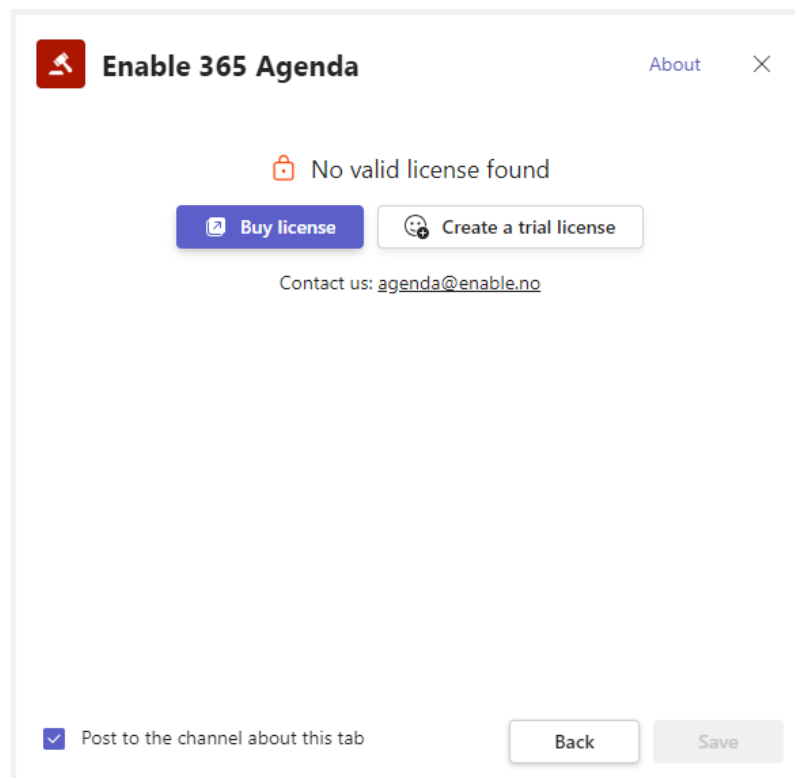


Select Add to install the Enable 365 Agenda app:

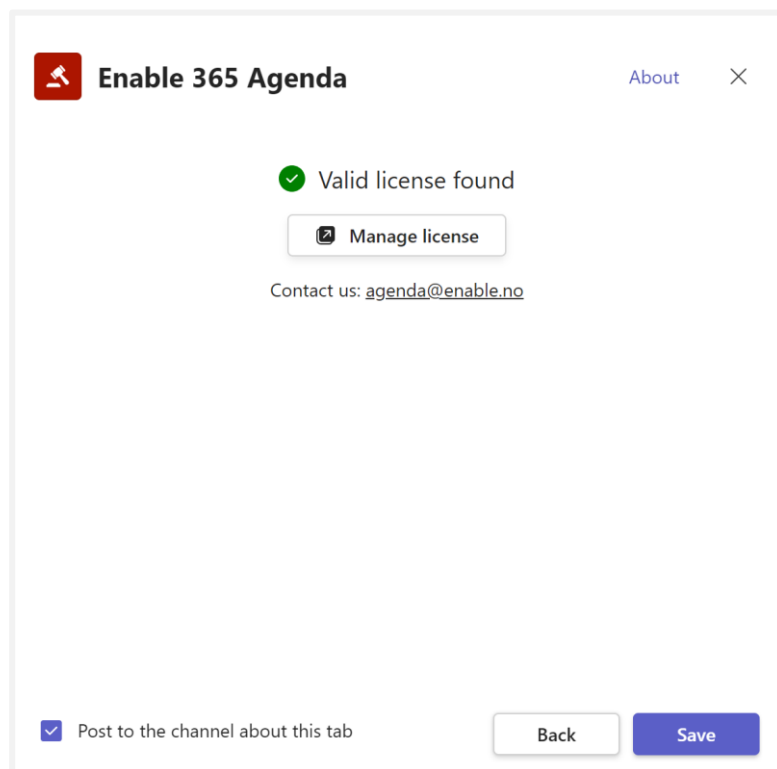


The app will now check if you have a valid license.

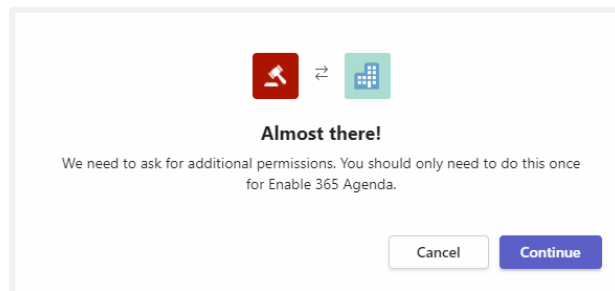
Select "Create a trial license."



You have now received a valid trial license for the app that can be used for up to 30 days. Finish by pressing "Save."

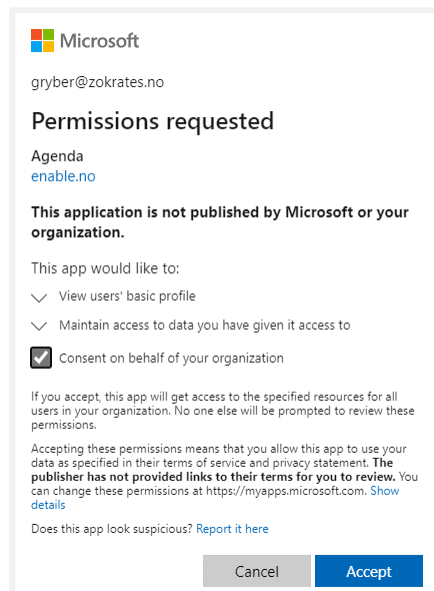


The next step will be to set up permissions for the app. Press "Continue."



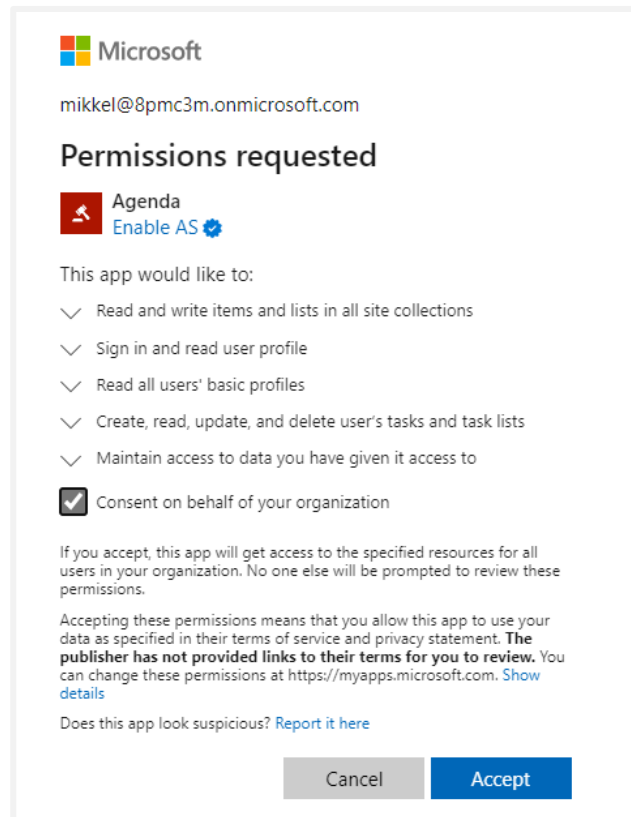
In this dialog, you'll be asked to confirm permissions to use the app in your Microsoft 365 tenant. Details of which permissions have been requested are described in the dialog.

Check "Consent on behalf of the organization" and press "Accept."

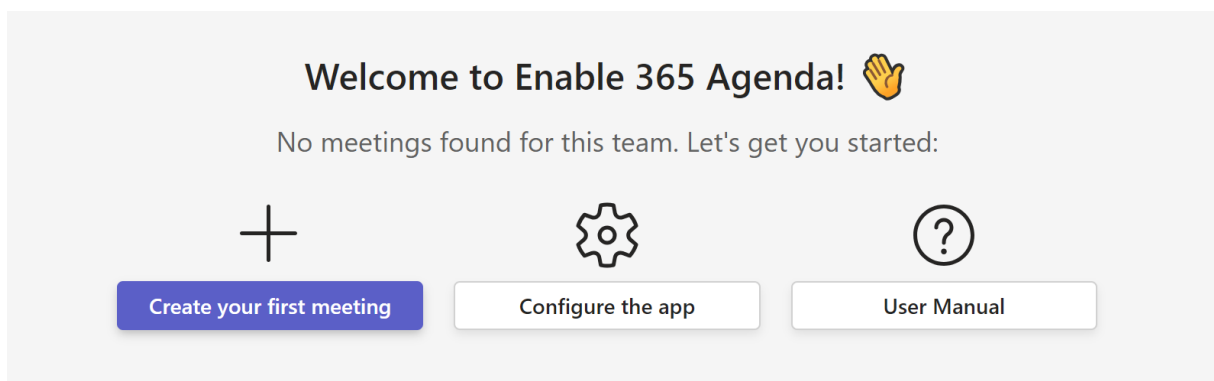


Next, additional permissions are required for the app to be installed correctly. Details regarding the requested permissions are described in the dialog.

Check the box for "Consent on behalf of your organization" and click "Accept."



After all consents are in place, the app will be fully configured, and the following will appear:



Enable 365 Agenda is now installed and ready to use.

Further installation to other teams

After installation, it is ready for use in other teams – consents only need to be made in the first installation of the Enable 365 Agenda app.

Tip! See separate documentation for setup and user manual with tips on how to create and conduct meetings.
