



Post-it® App for Microsoft Teams Admin Guide

February 2023



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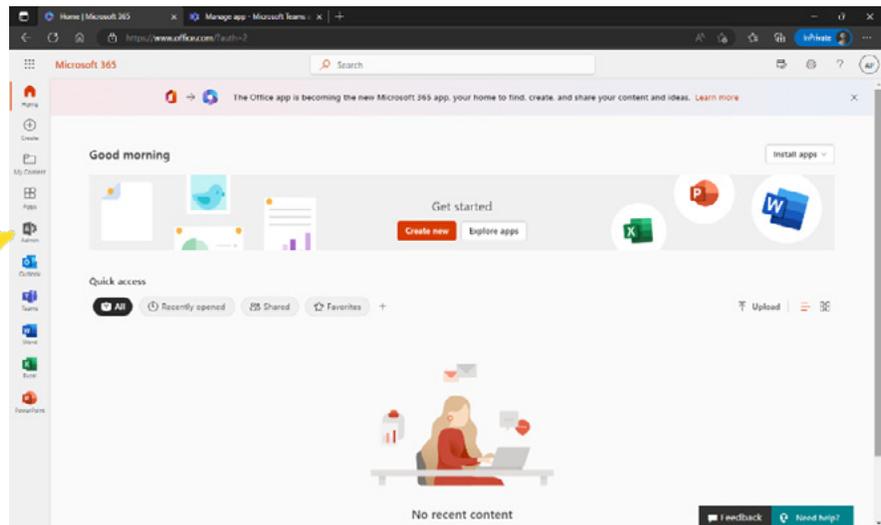
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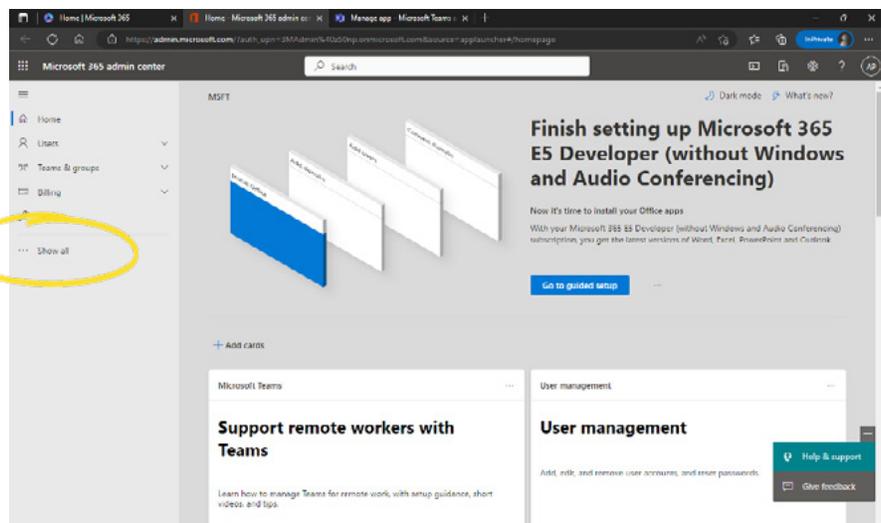
Section 1

Subscribing to the Post-it® App for Microsoft Teams via Microsoft Teams Admin Center

Start from the Office.com homepage. Select the "Admin" option on the left.



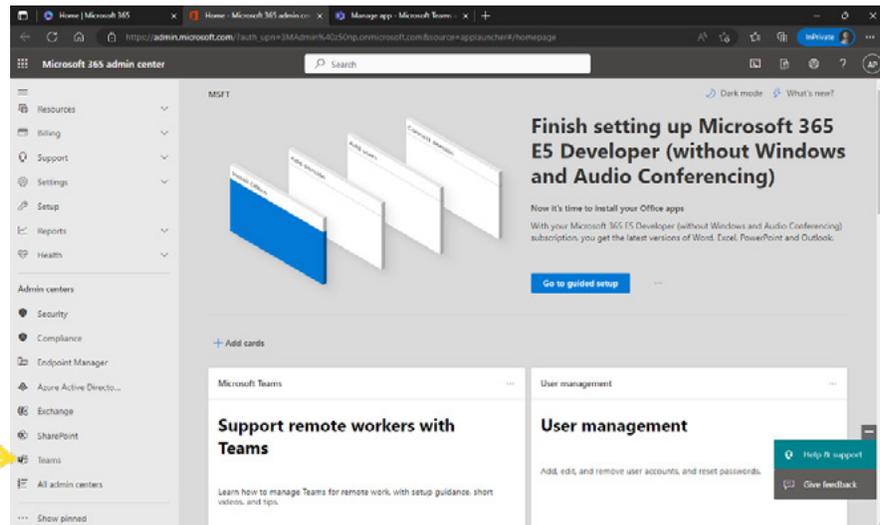
Select "Show all" on the left.



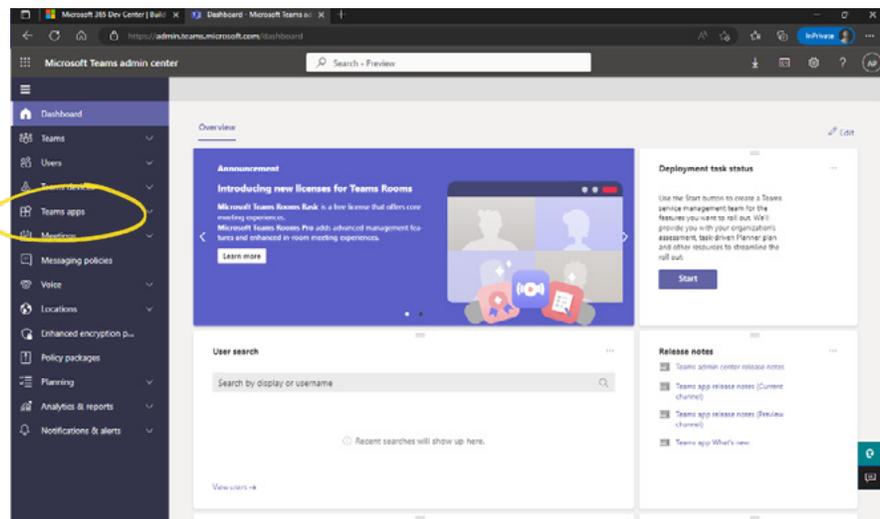
Section 1

Subscribing to the Post-it® App for Microsoft Teams via Microsoft Teams Admin Center

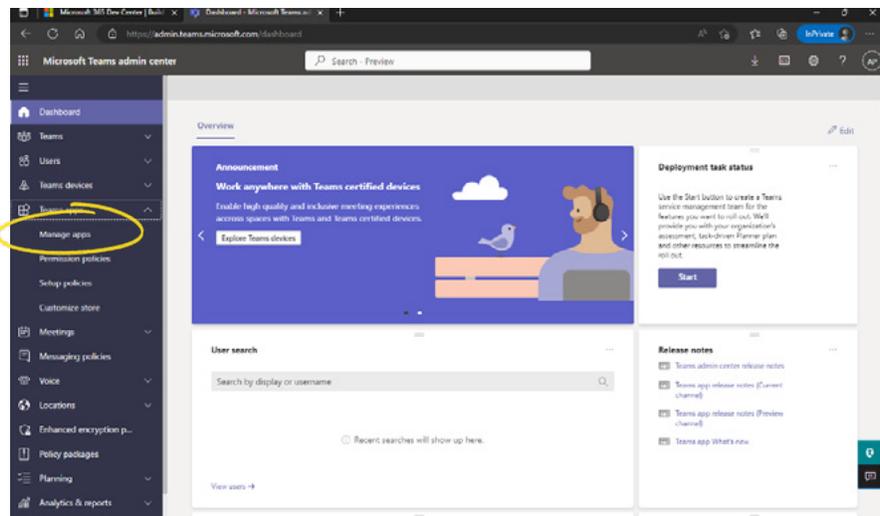
Select "Teams".



Select "Teams apps" on the left.



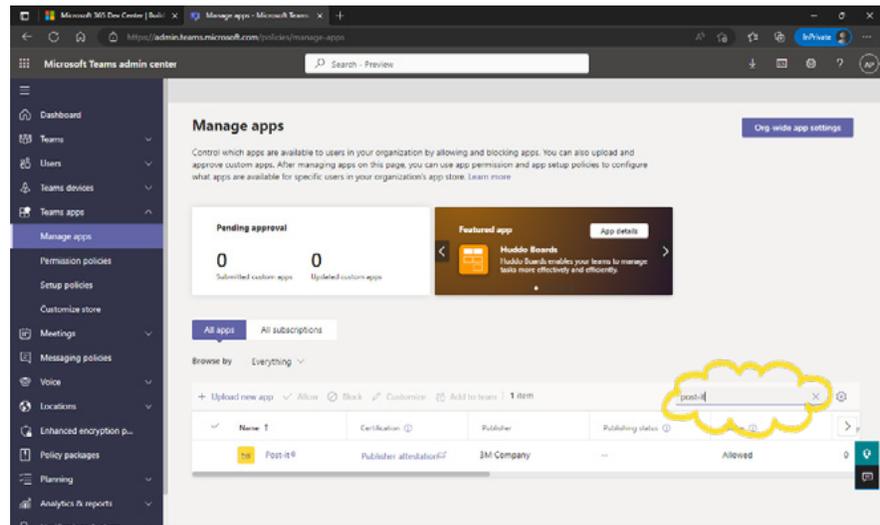
Select "Manage apps".



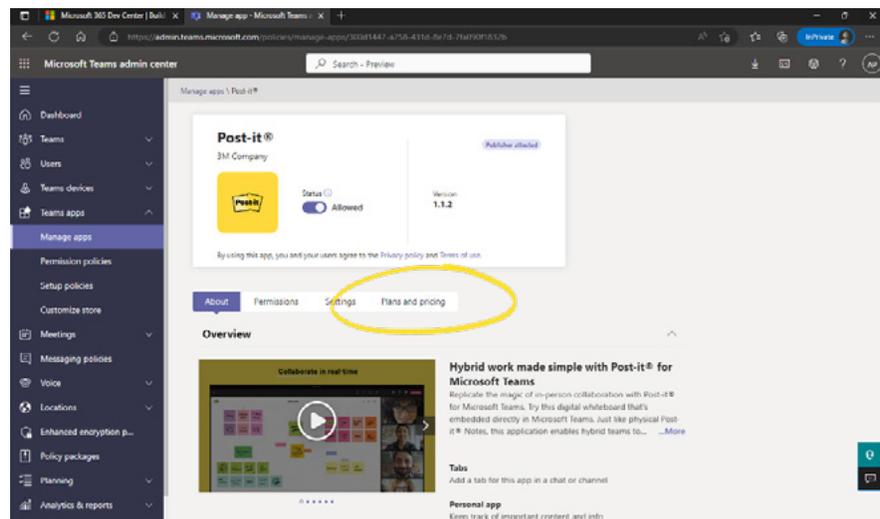
Section 1

Subscribing to the Post-it® App for Microsoft Teams via Microsoft Teams Admin Center

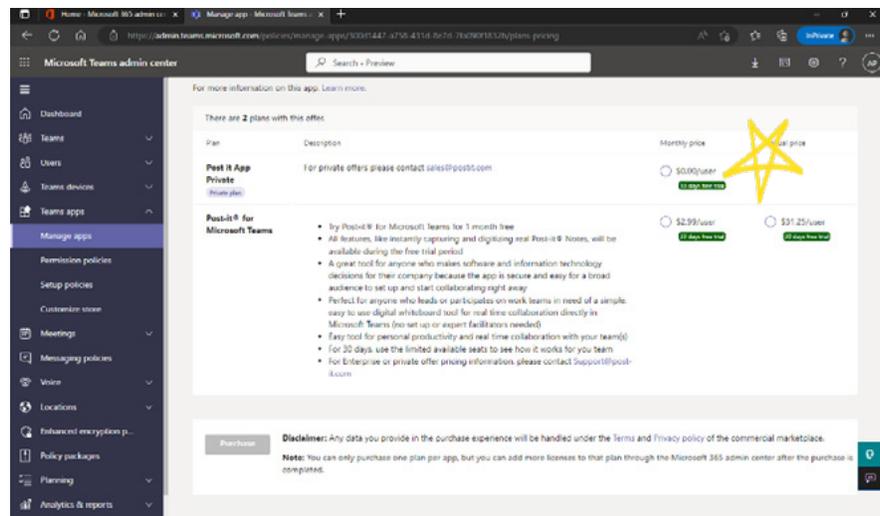
Find the search bar in the bottom right and search for "Post-it". Select the app.



Select "Plans and pricing".



Select the plan of your choice.



Section 1

Subscribing to the Post-it® App for Microsoft Teams via Microsoft Teams Admin Center

Select "Purchase".

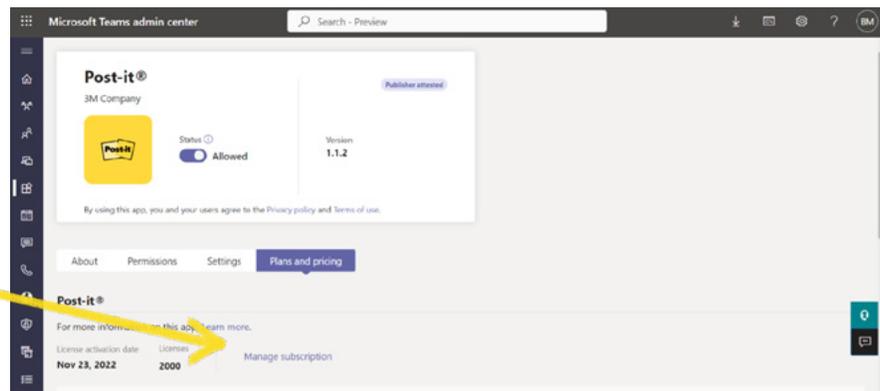
The screenshot shows the Microsoft Teams Admin Center interface. The left-hand navigation pane is open, with 'Manage apps' selected. The main content area displays two plans for the Post-it App. The first plan is 'Post-it App Private' with a monthly price of \$0.00/user. The second plan is 'Post-it App for Microsoft Teams' with a monthly price of \$2.99/user and an annual price of \$31.25/user. A yellow arrow points to the 'Purchase' button located below the 'Post-it App for Microsoft Teams' plan. Below the 'Purchase' button, there is a disclaimer: 'Disclaimer: Any data you provide in the purchase experience will be handled under the Terms and Privacy policy of the commercial marketplace. Note: You can only purchase one plan per app, but you can add more licenses to that plan through the Microsoft 365 admin center after the purchase is completed.'

Plan	Description	Monthly price	Annual price
Post-it App Private	For private offers please contact sales@post-it.com	\$0.00/user	--
Post-it App for Microsoft Teams	Try Post-it® for Microsoft Teams for 1 month free. All features, like instantly capturing and digitizing real time audio notes, will be available during the free trial period. A great tool for anyone who makes software and information technology decisions for their company because the app is secure and easy for a broad audience to set up and start collaborating right away. Perfect for anyone who leads or participates on work teams in need of a simple, easy to use digital whiteboard tool for real time collaboration directly in Microsoft Teams (to set up or export facilitate needed). Easy tool for personal productivity and real time collaboration with your team(s). For 30 days, use the limited available seats to see how it works for your team. For Enterprise or private offer pricing information, please contact Support@post-it.com	\$2.99/user	\$31.25/user

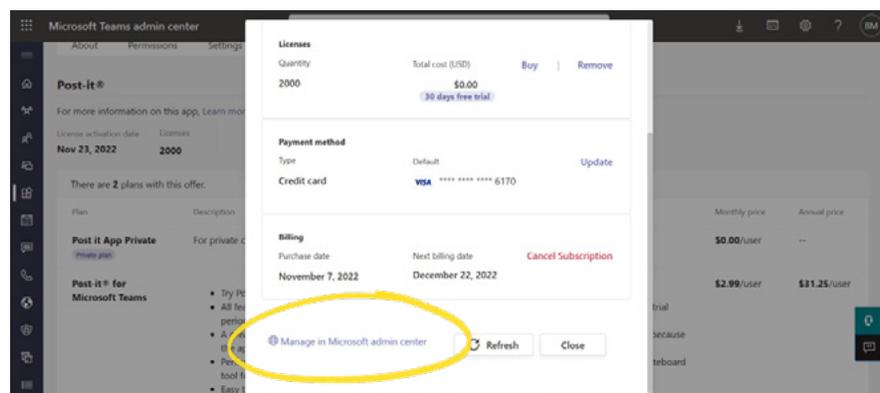
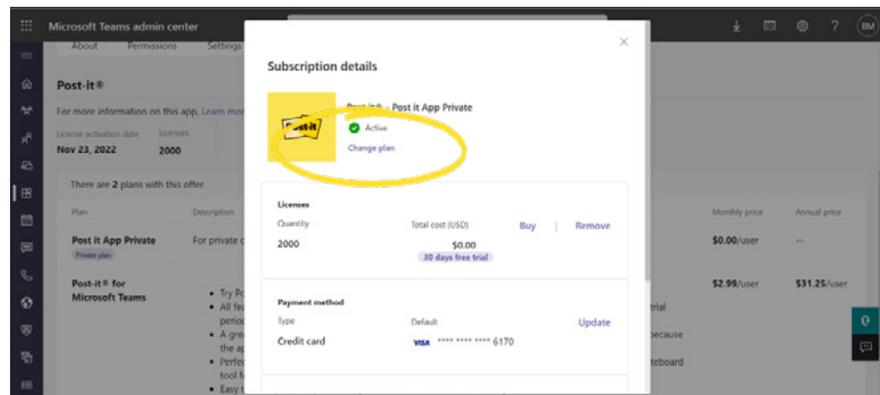
Section 2

Managing Your Subscription in the Microsoft Teams Admin Center

Once the subscription is active, click "Manage subscription" to view or edit your plan.



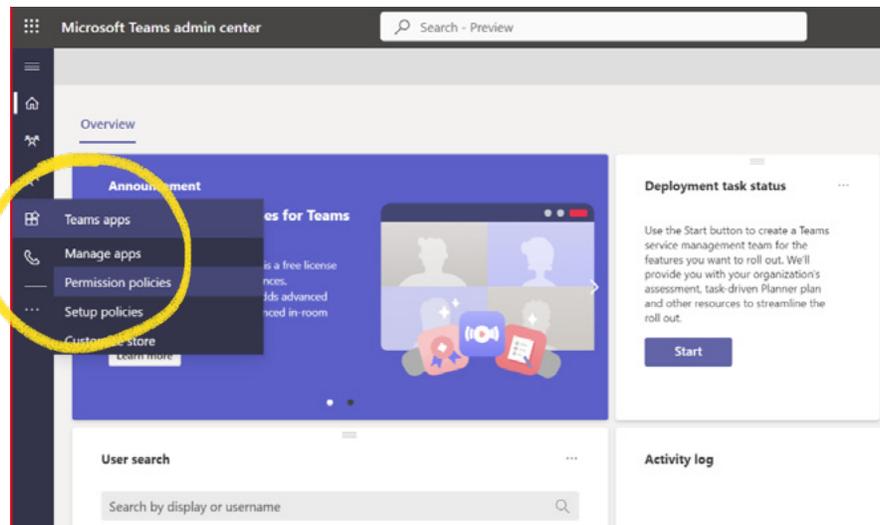
Click on either "Change plan" or "Manage in Microsoft admin center" to go to the admin center.



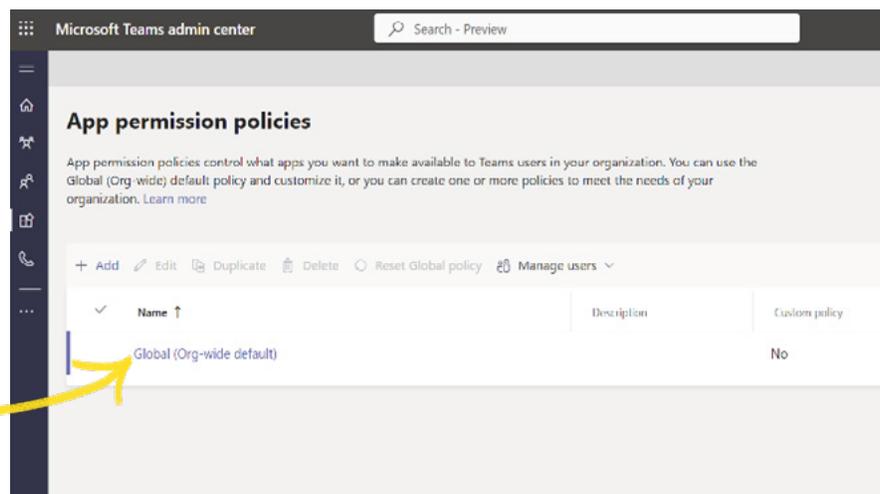
Section 3

Managing Access to the App via Microsoft Teams Policies

Go to the Microsoft Teams admin center, and in the "Teams apps" dropdown, select "Permission policies".



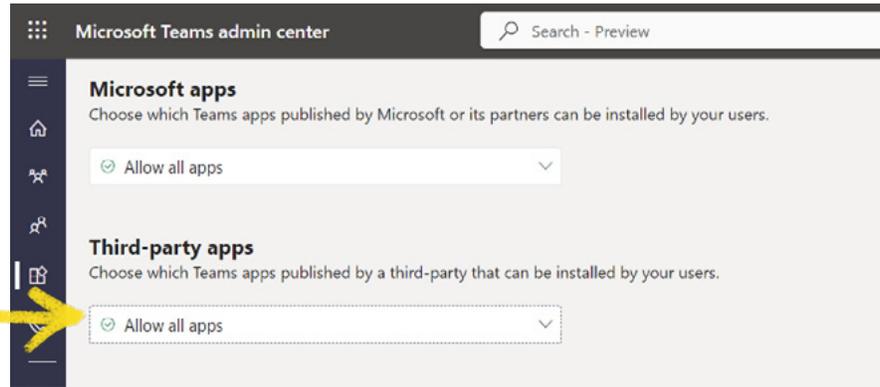
Select the relevant App permission policy.



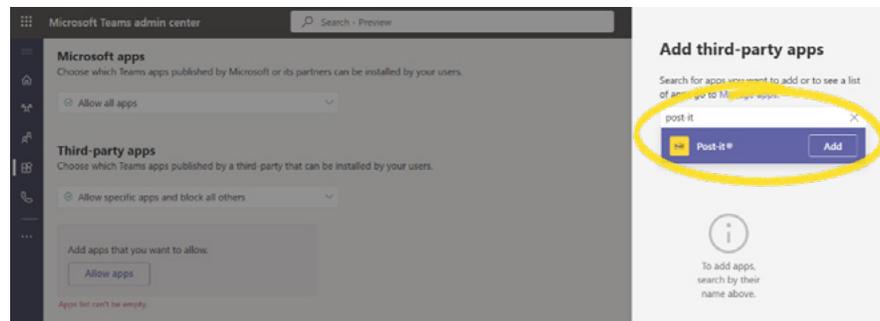
Section 3

Subscribing to the Post-it® App for Microsoft Teams via Microsoft Teams Admin Center

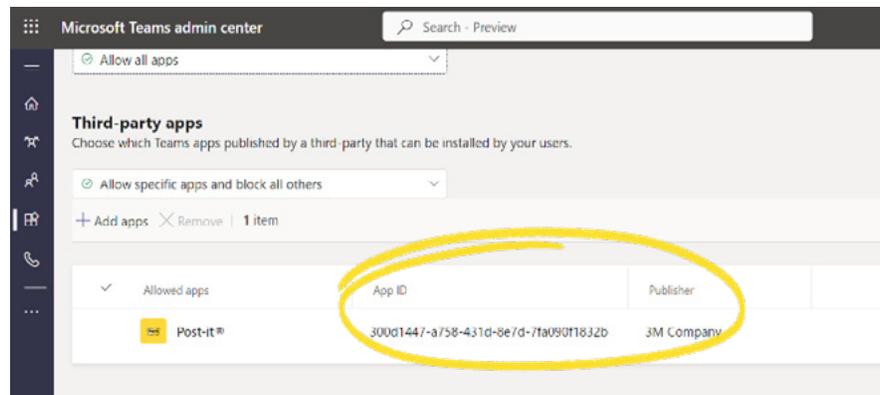
Confirm that the Post-it® App is allowed. This can be done by setting the Third-party app policy to "Allow all apps".



OR by setting the Third-party App Policy to "Allow specific apps and block all others," clicking "Allow apps" and then searching for "Post-it".



Confirm that the App ID and Publisher matches what is shown:

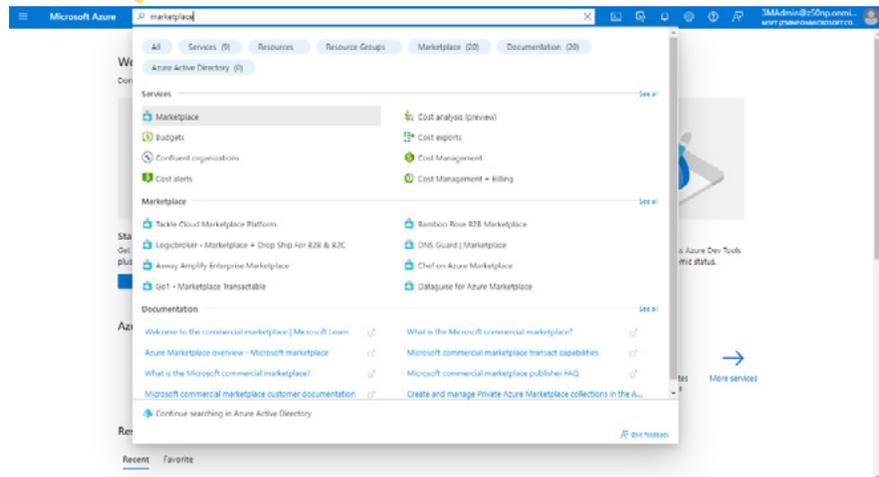


For detailed instructions, please refer to the Microsoft Learn page here: <https://learn.microsoft.com/en-us/microsoftteams/teams-app-permission-policies>

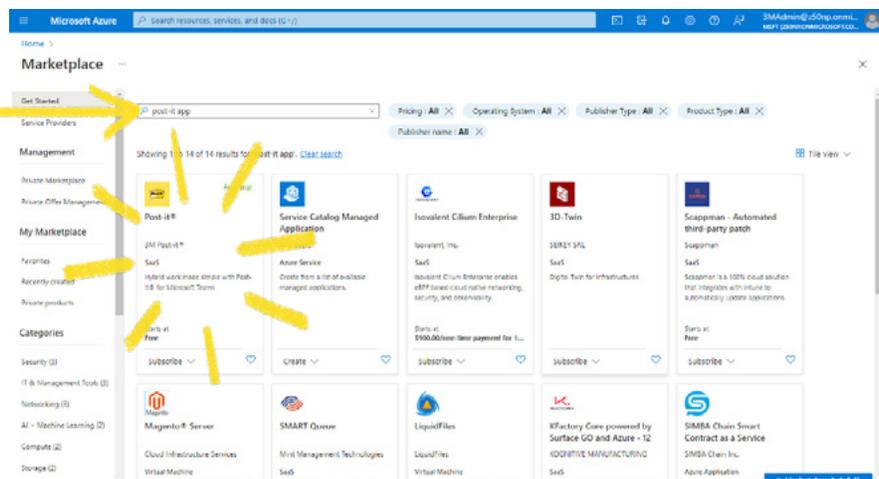
Section 4

Subscribing to the Post-it® App for Microsoft Teams via Azure Marketplace

Go to "Portal.Azure.com".
Search for "marketplace"
at the top.



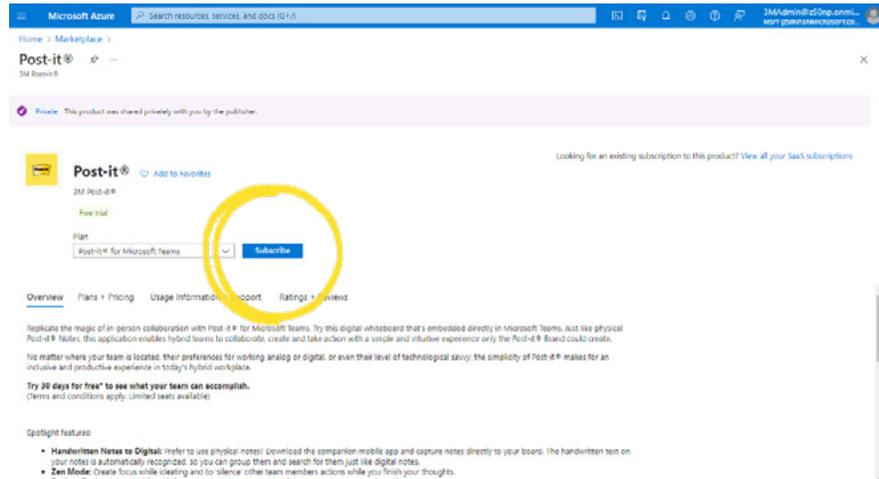
Search for "Post-it"
in the Marketplace and
select the Post-it® app.



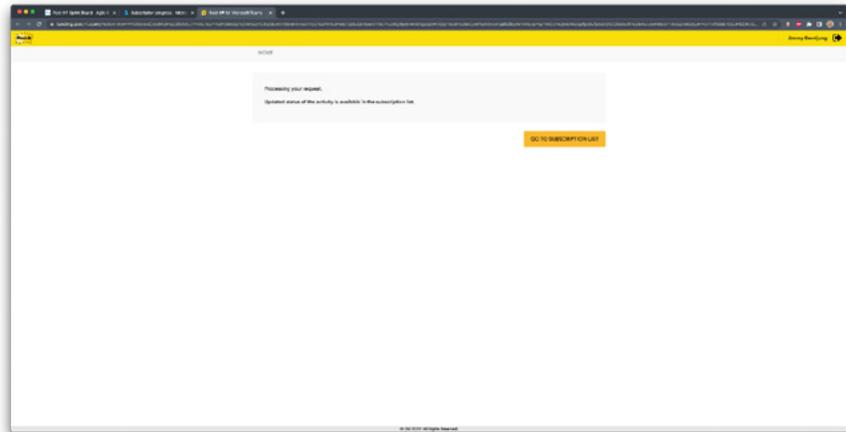
Section 4

Subscribing to the Post-it® App for Microsoft Teams via Azure Marketplace

Select the correct version of the app and click "Subscribe".

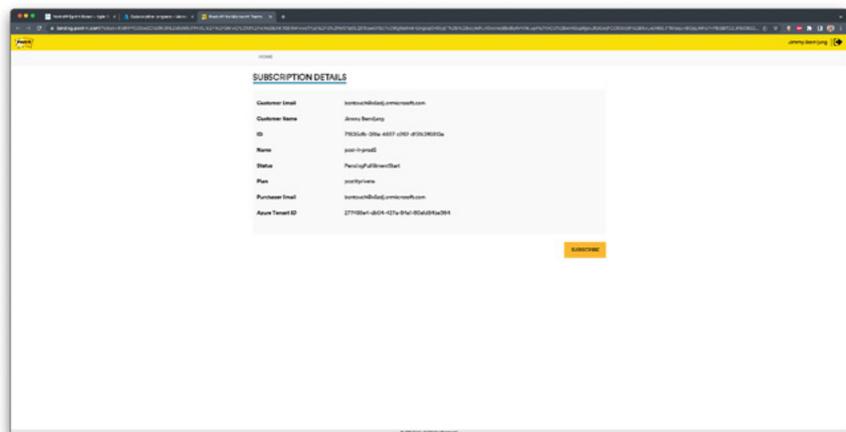


Once your subscription is confirmed, you will be directed to a SaaS offer, which should show as "Processing your request".



Full series of steps available at the Microsoft site linked below:

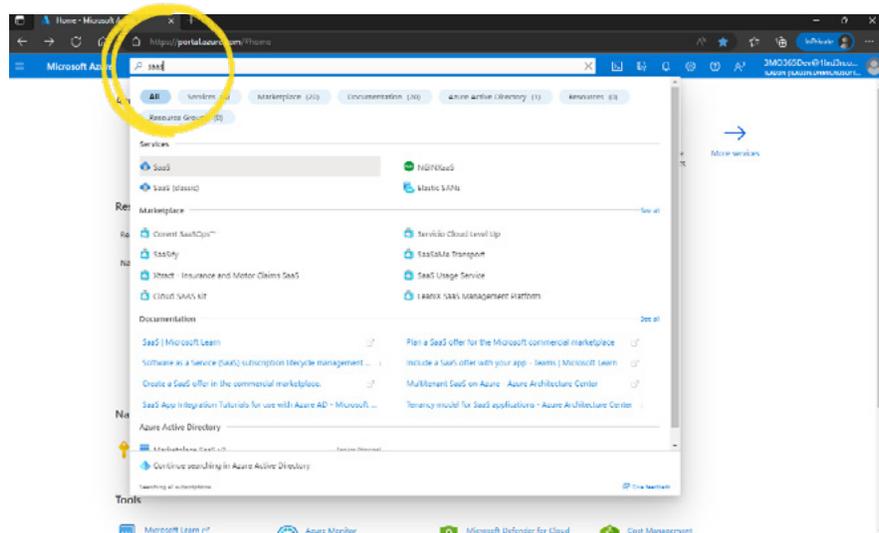
[How to purchase a SaaS offer in the Azure Portal](#)
[Microsoft Marketplace](#)
[Microsoft Learn](#)



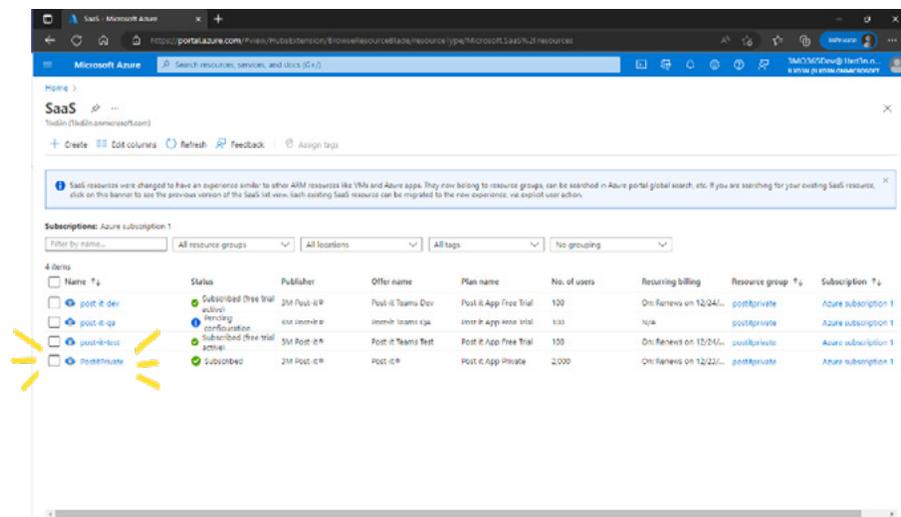
Section 5

Managing Your Subscription in Azure Portal

Go to [Portal.Azure.com](https://portal.azure.com).
Search for "SaaS"
at the top.



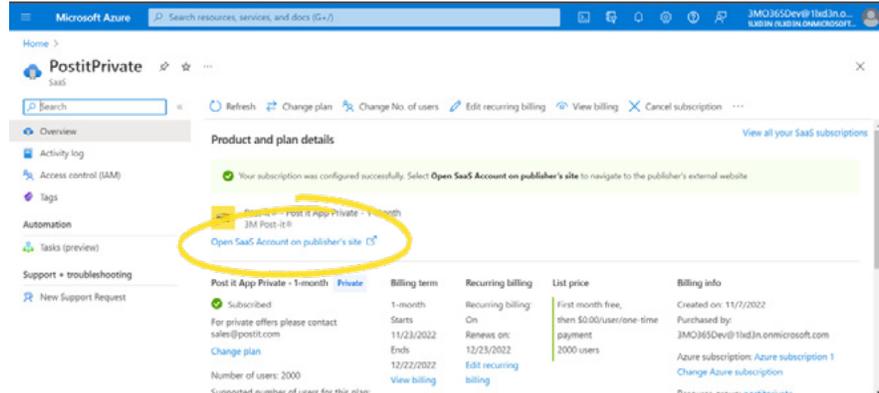
Select the subscription
you want to manage:



Section 5

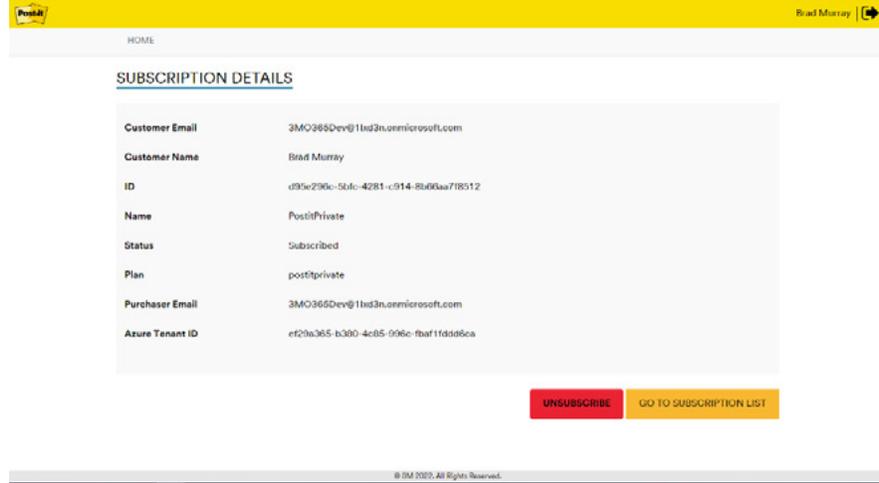
Managing Your Subscription in Azure portal

Select "Open SaaS Account on publisher's site" to manage licences.



If not already subscribed, select "subscribe".

This is a screenshot of what your subscription will look like when it has been activated.

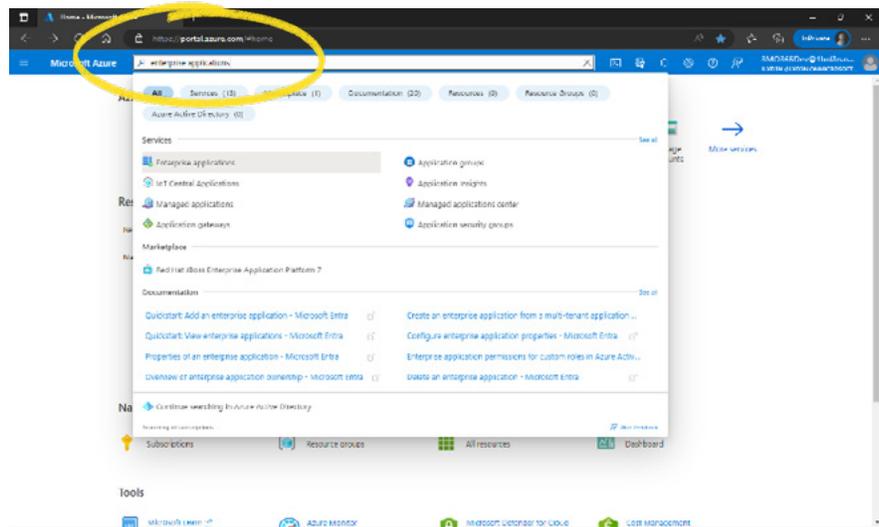


The link below has a full list of SaaS features:
[Software as a Service \(SaaS\) subscription lifecycle management - Microsoft marketplace | Microsoft Learn](#)

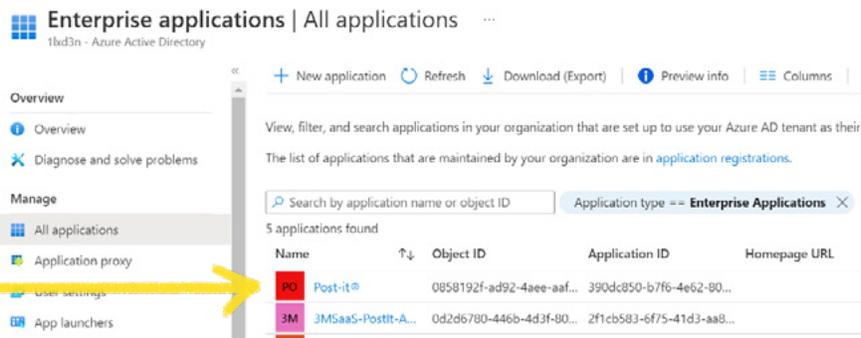
Section 6

Managing User Roles in Azure Portal

Go to [Portal.Azure.com](https://portal.azure.com).
Search for
"enterprise applications".



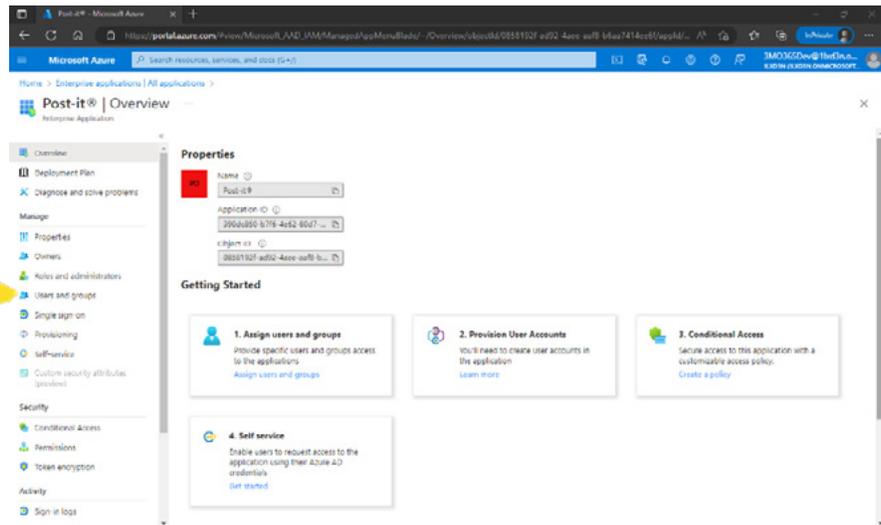
Select "Post-it".



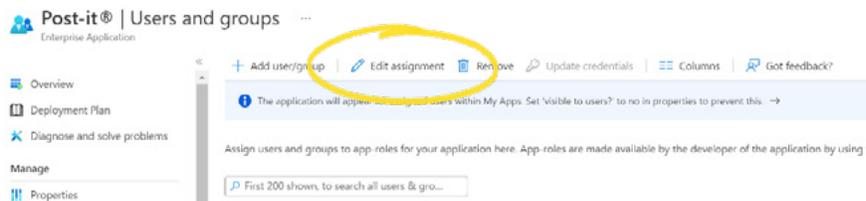
Section 6

Managing User Roles in Azure Portal

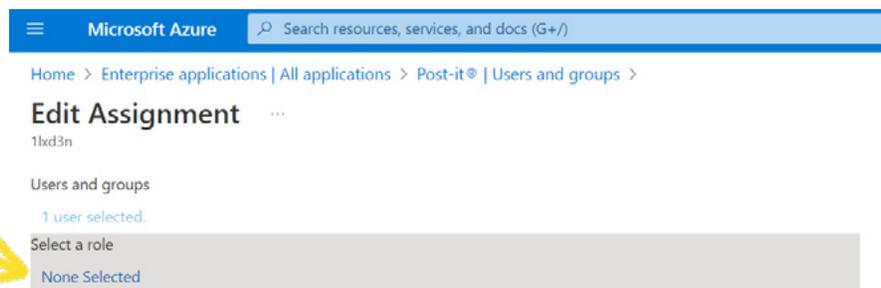
Click on "Users and groups".



Select the box of the user(s) you would like to edit. Select "Edit assignment" at the top of the page.



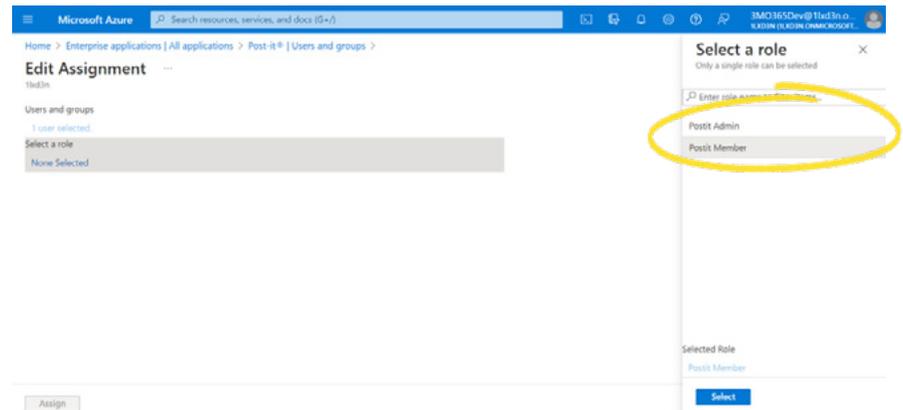
Click "Select a role".



Section 6

Managing User Roles in Azure Portal

Change the role
to the desired option.
Hit "Select".



For Microsoft's page about managing user roles, see below:

[Create custom roles to manage enterprise apps in Azure Active Directory – Microsoft Entra | Microsoft Learn](#)