

Post-it[®] App for Microsoft Teams Admin Guide

February 2023

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



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



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.





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

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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.



Managing Access to the App via Microsoft Teams Policies



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".

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|--|---|
| Microsoft apps Choose which Teams apps published by M | licrosoft or its partners can be installed by your users. |
| ⊘ Allow all apps | × |
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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:



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

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



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



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

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

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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 <u>Microsoft Learn</u>





Managing Your Subscription in Azure Portal



Managing Your Subscription in Azure portal

Microsoft Azure

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.

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The link below has a full list of SaaS features: Software as a Service (SaaS) subscription lifecycle management

- Microsoft marketplace | Microsoft Learn



Managing User Roles in Azure Portal







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

<u>Create custom roles to manage enterprise apps in Azure</u> <u>Active Directory – Microsoft Entra | Microsoft Learn</u>