

Board Connect

Board Connect

Board Administrators

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2 Introduction



Preparing and reviewing material for board reports can be extremely time consuming and intensive for admin teams, senior leaders and board members. In most businesses, preparing, reviewing and collaborating on board-related documentation is extremely time consuming and ineffective. It's also done mostly via email or ad-hoc conversations. Besides wasting time, this process exposes businesses to unnecessary security risks.

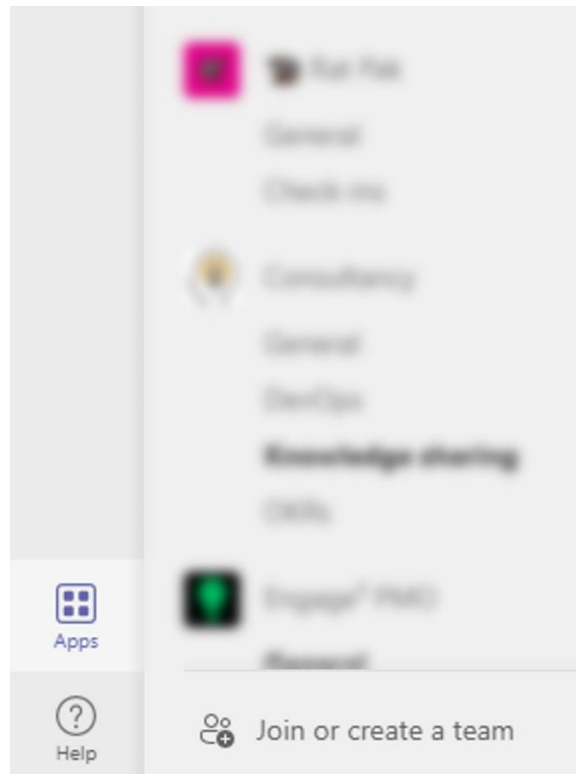
Board Connect is built on Microsoft Teams and addresses the challenges faced by board members, executives, committees, and administrators by improving communications, simplifying collaboration, and enhancing administration documentation preparation and sign-off for committee or board meetings.

Executives, administrators, and committee members benefit from a secure platform for information working, improved visibility of the meeting preparation process, a reduction in emails and problems with version management that are all too familiar when using email and file share-based processes.

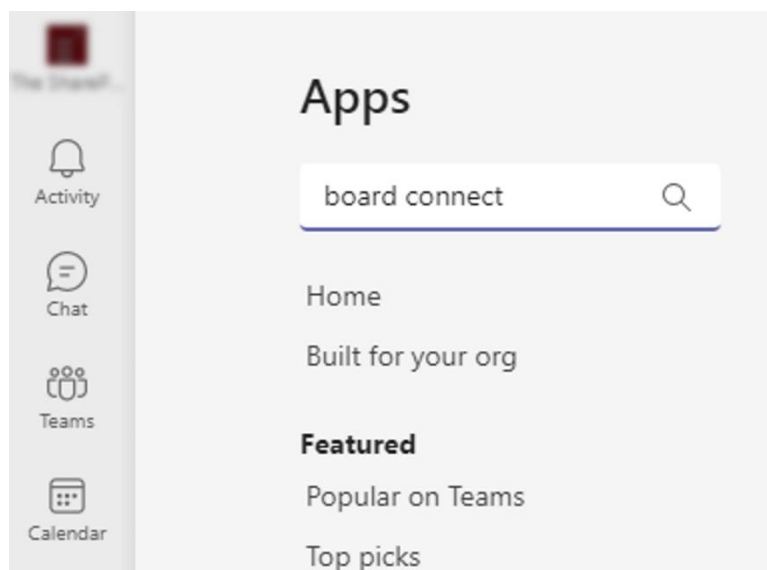
3 Installing Board Connect to your tenant for the first time

To add Board Connect to your tenant, please follow the following instructions.

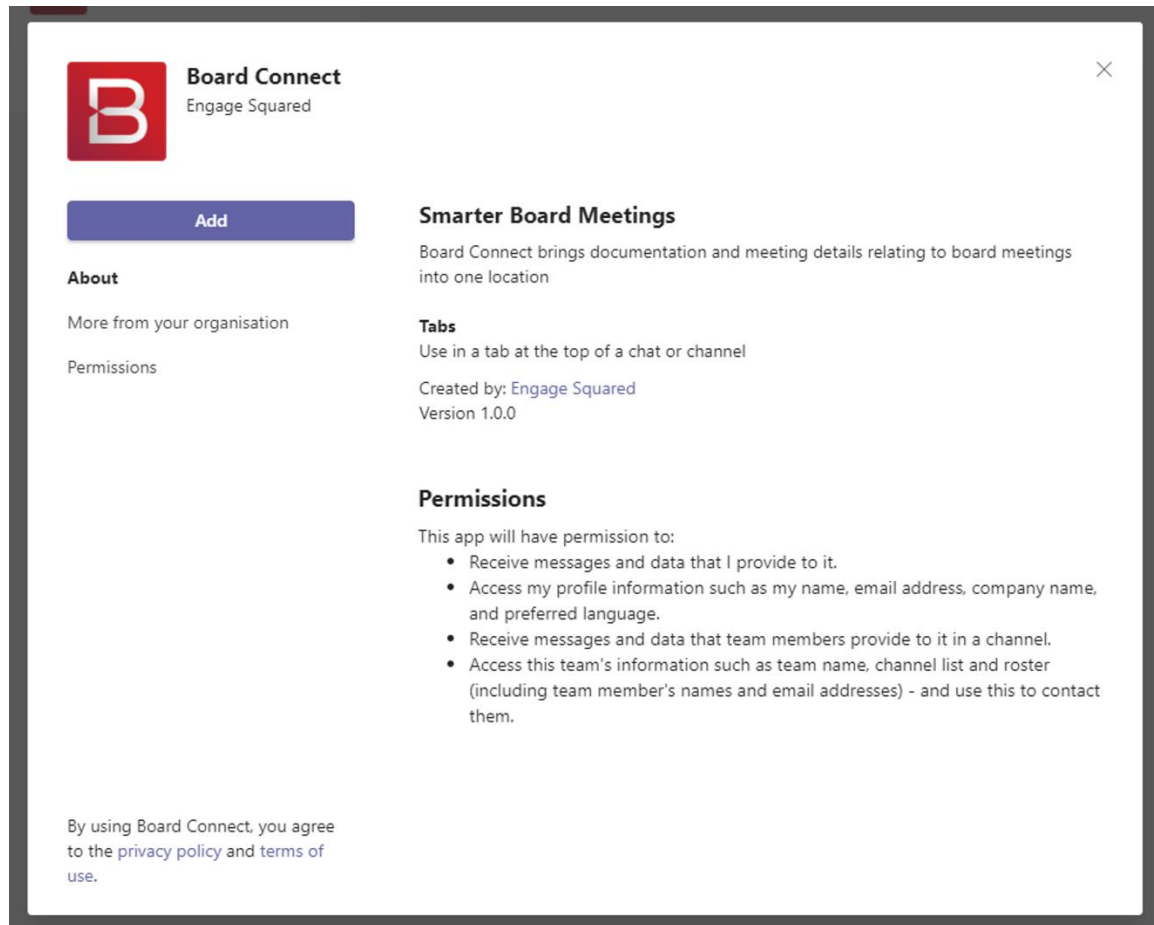
1. From Microsoft Teams, login as a global administrator so that the account can grant consent.
2. Select 'Apps' in the bottom-left of Teams



3. Search for 'Board Connect'



4. Select 'Board Connect' from the list
5. Click 'Add'



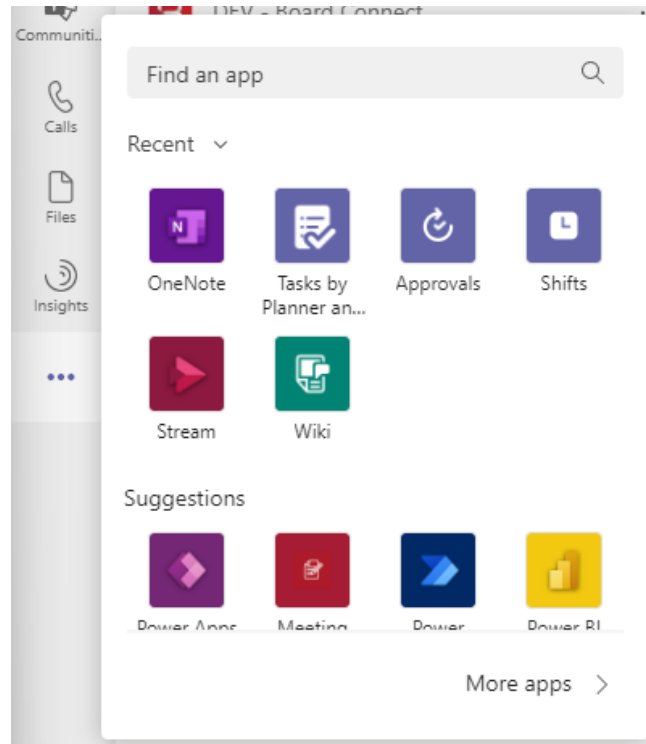
6. If this is the first-time adding Board Connect to Microsoft Teams, a global administrator will need to log in
7. A Microsoft admin consent dialog will appear, requesting the admin to review and accept the permissions for the organisation
8. Click 'Accept'
9. Click 'Save' on the configuration dialog
10. Click 'Login' to start using Board Connect

4 Adding Board Connect to a Team

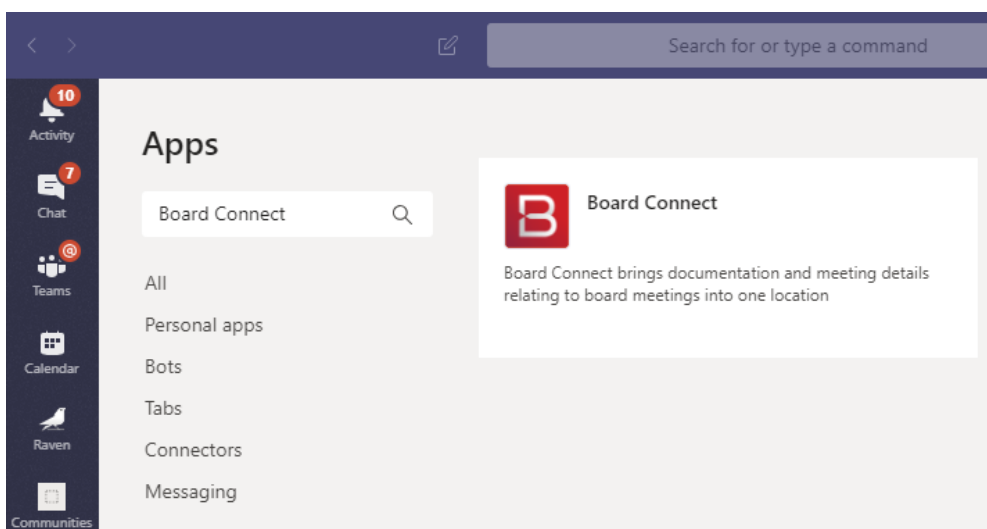
Start by setting up a Microsoft Team specifically for board or committee meetings.

To add Board Connect to your Team:

1. Navigate to an existing Team or create a new Team
2. From the left navigation bar, select the (...) icon (More added apps)



3. Search for 'Board Connect' within the Apps screen search box
4. Select 'Board Connect' from the Microsoft Teams App Store



5. Follow the prompts in the Board Connect app, you will be promoted to add set the board administrator, board members and description

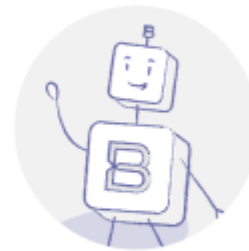
Add the initial settings for your Board Connect

You can fill in these settings later on the configuration page

Add board administrator

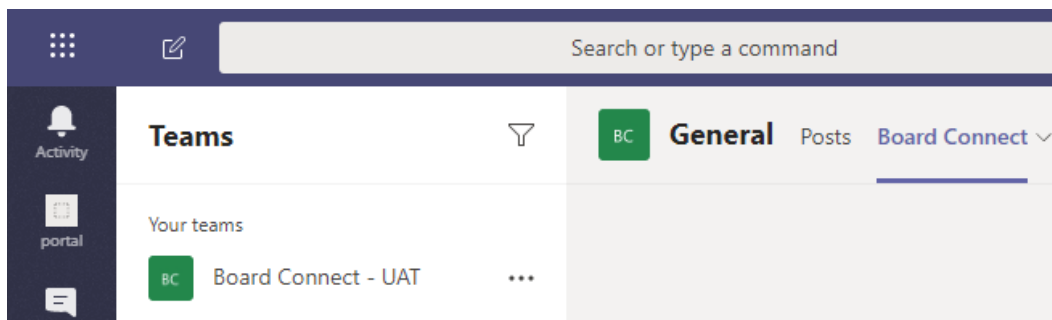
Add board members

Add short description



Click 'Save' to finalise set up.

6. Click Save
7. A Board Connect tab will now appear in the General channel of your team.

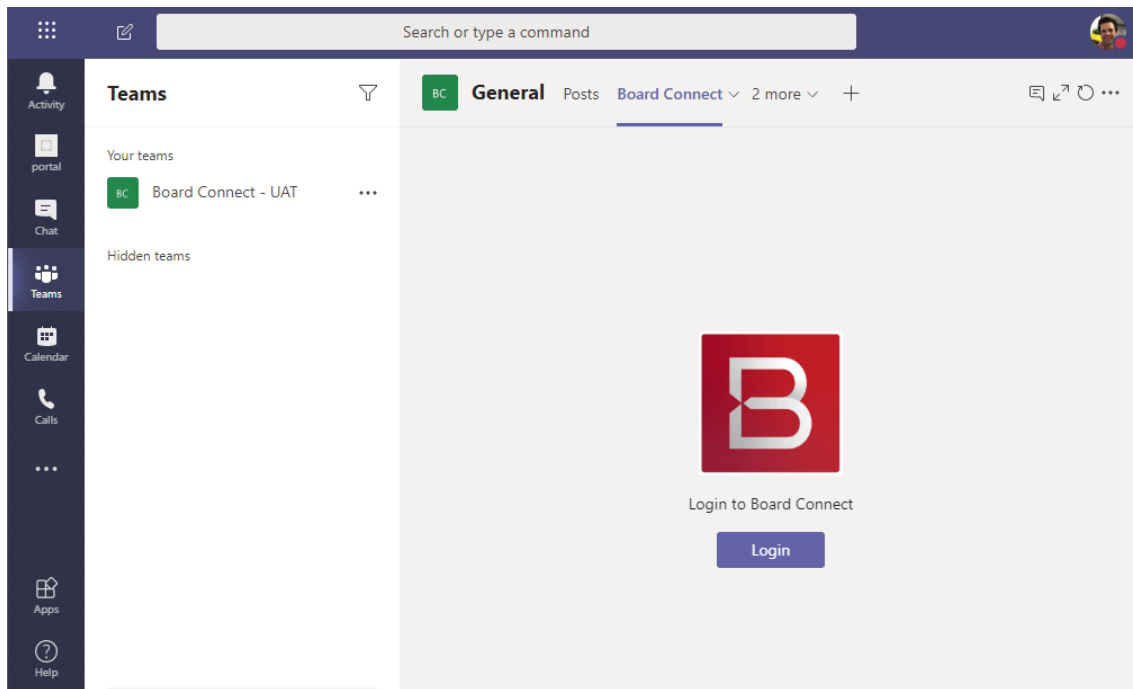


5 Getting your Board Microsoft Team ready

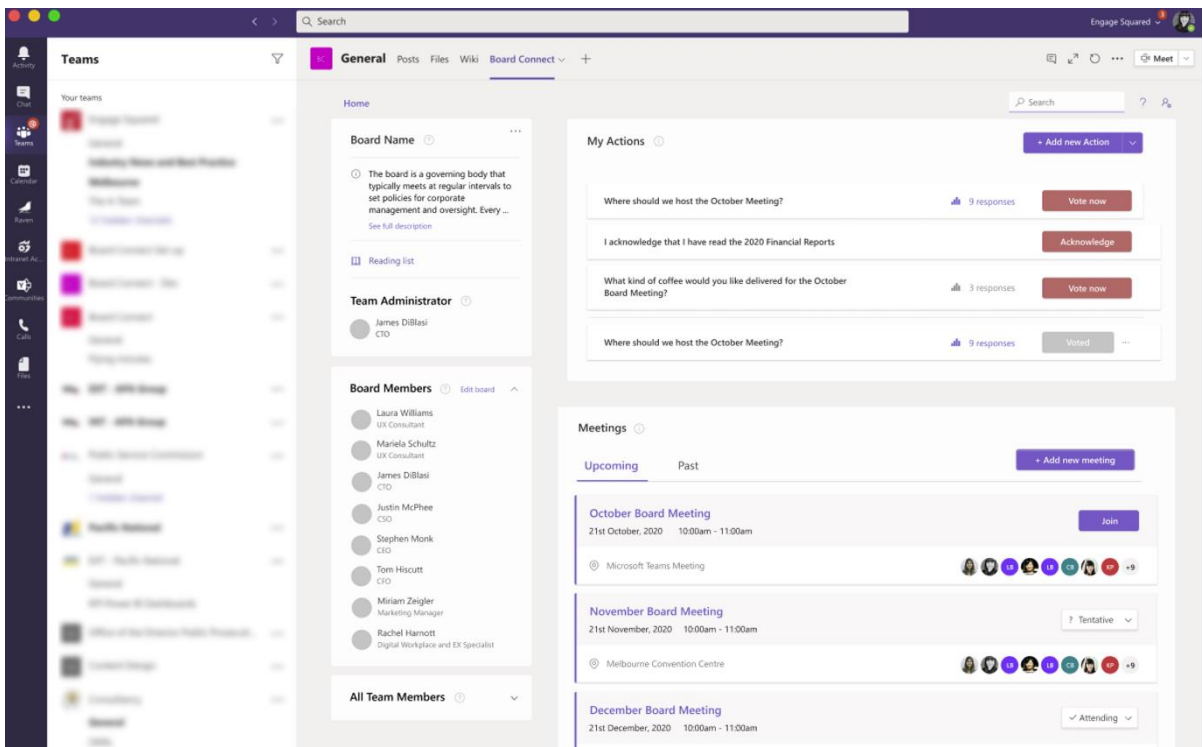
Success! Board Connect has been installed as a new app in your Team.

5.1 Authentication

After clicking on the Board Connect tab in your Team, you will be prompted to Login. Use your usual O365 account to login.



After logging in, the Board Connect tab will appear within your Team. You'll now need to enter the details of your Board and its meetings. These details will be displayed on this home page.

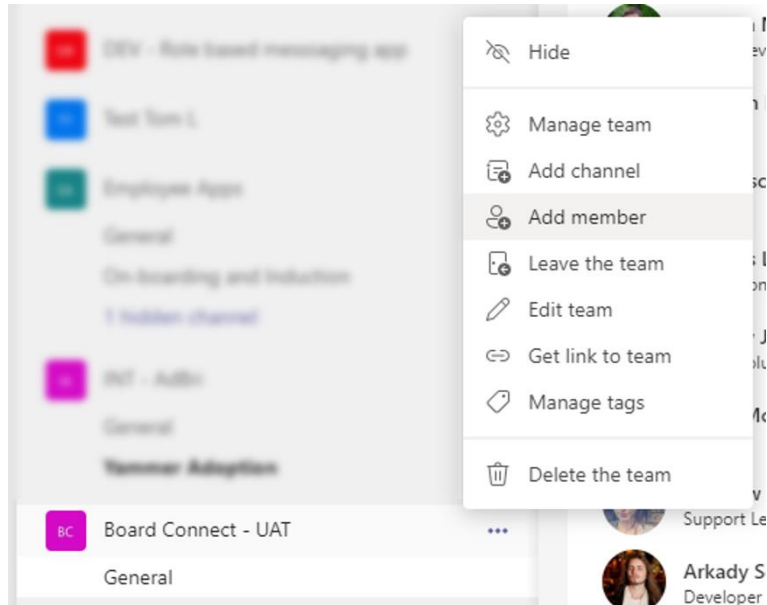


You now have a home to manage and coordinate all administrative aspects of the Board. This includes viewing all upcoming and past meetings from the Board Connect dashboard.

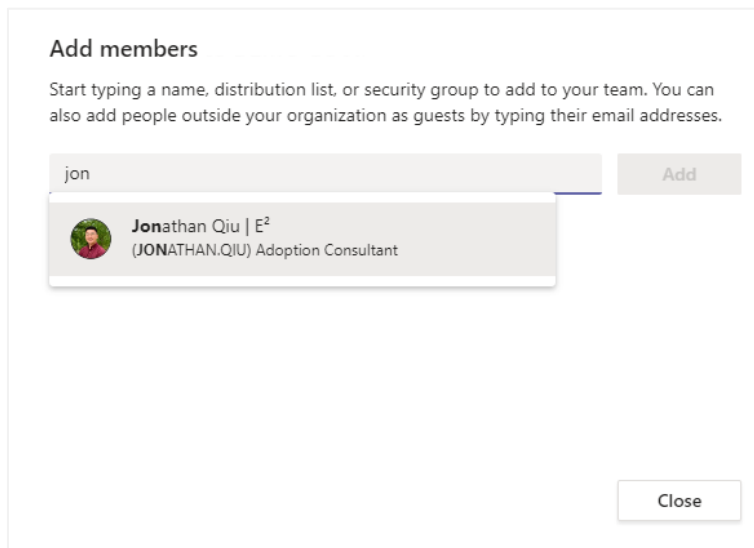
6 Managing Team members

6.1 Add a member

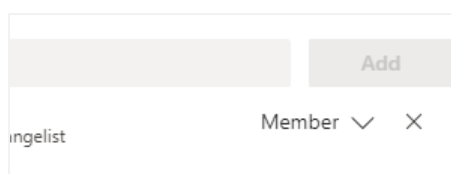
1. Click on the (...) next to the Team name and click 'Add member'



2. Type the name in the box, select the person from the dropdown list and click 'Add'



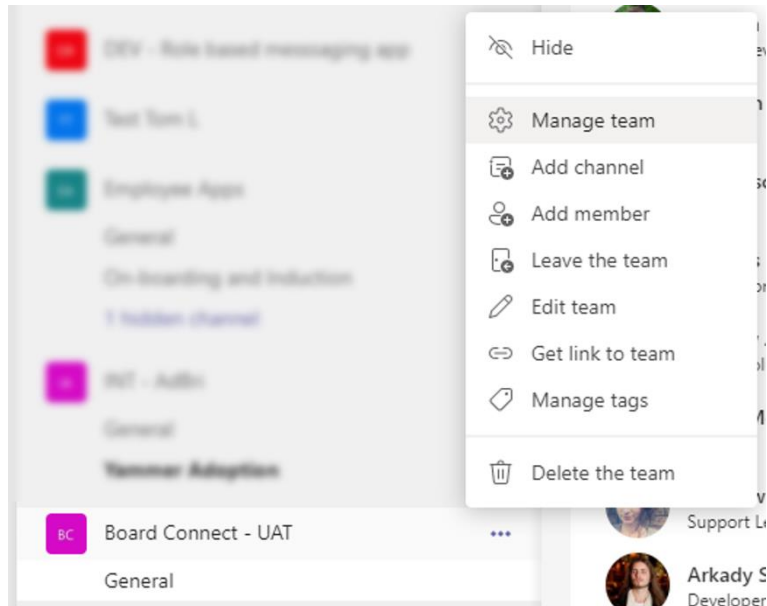
3. Make sure they are set to be a member, and click 'close'



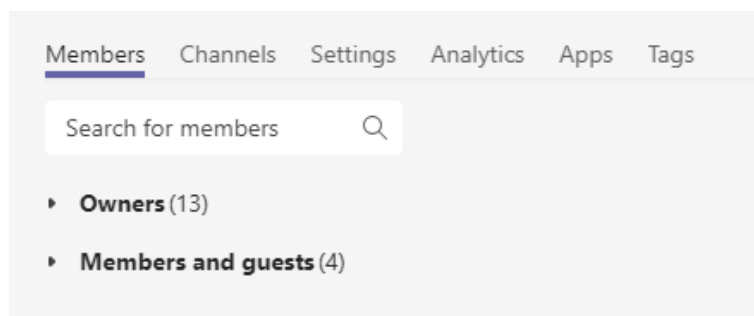
6.2 Remove a member

Note: To remove an owner, first make them a member as shown in 6.3.





1. Click on the (...) next to the Team name and click 'Manage Team'



2. Click on the 'Members and guests' heading

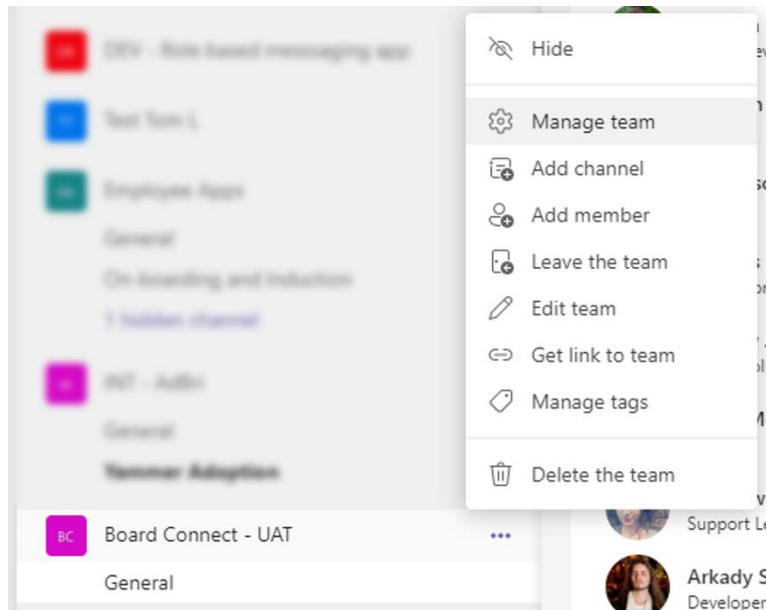


3. Click on the X on the person you want to remove from the team

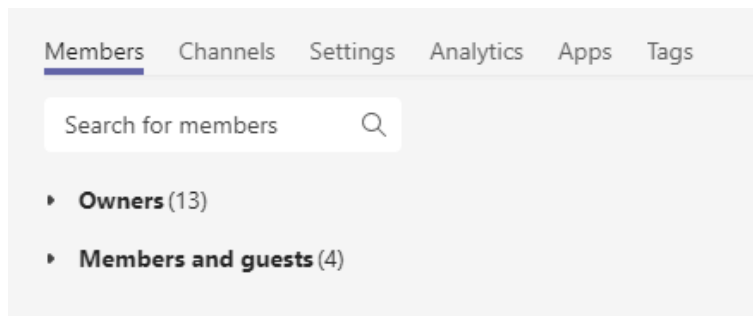
Members and guests (4)				
Name	Title	Location	Tags	Role
 Kirsty Walker E ²	Cloud Consultant	Brisbane		Member ▼ ✕
 Andrei Butyrchyk E ²				Member ▼ ✕
 David Fogarty E ²	Senior Project Manager	Sydney		Member ▼ ✕
 Vladislav Mihasev E ²				Member ▼ ✕

6.3 Change a member's role

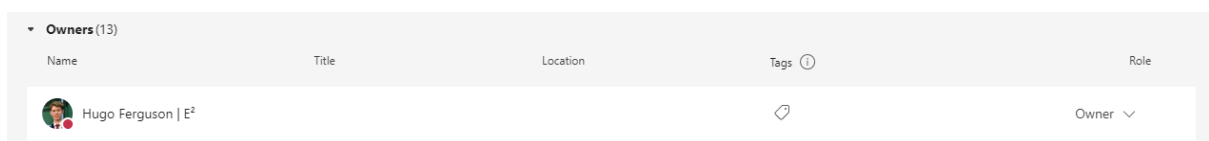
1. Click on the (...) next to the Team name and click 'Manage team'



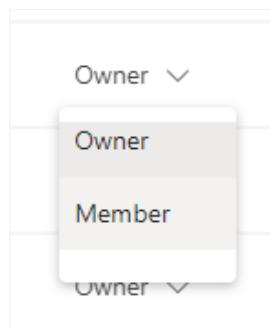
2. Click on the 'Owners' heading



3. Select the 'Role' dropdown next to the person whose role you'd like to change



4. Select 'Member' in the dropdown

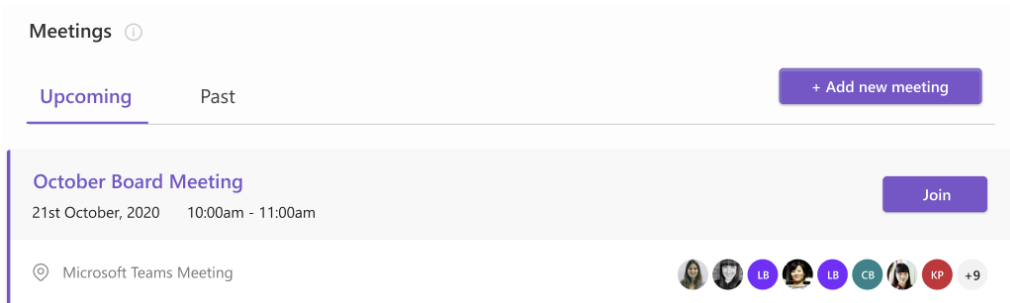


7 Manage meetings

To create a meeting in your Board Connect enabled Team, select the 'Add new Meeting' button and enter details that describe key meeting information. This provides a point of reference for key board meeting details and acts as a point of collaboration for information before, during and after the meeting.

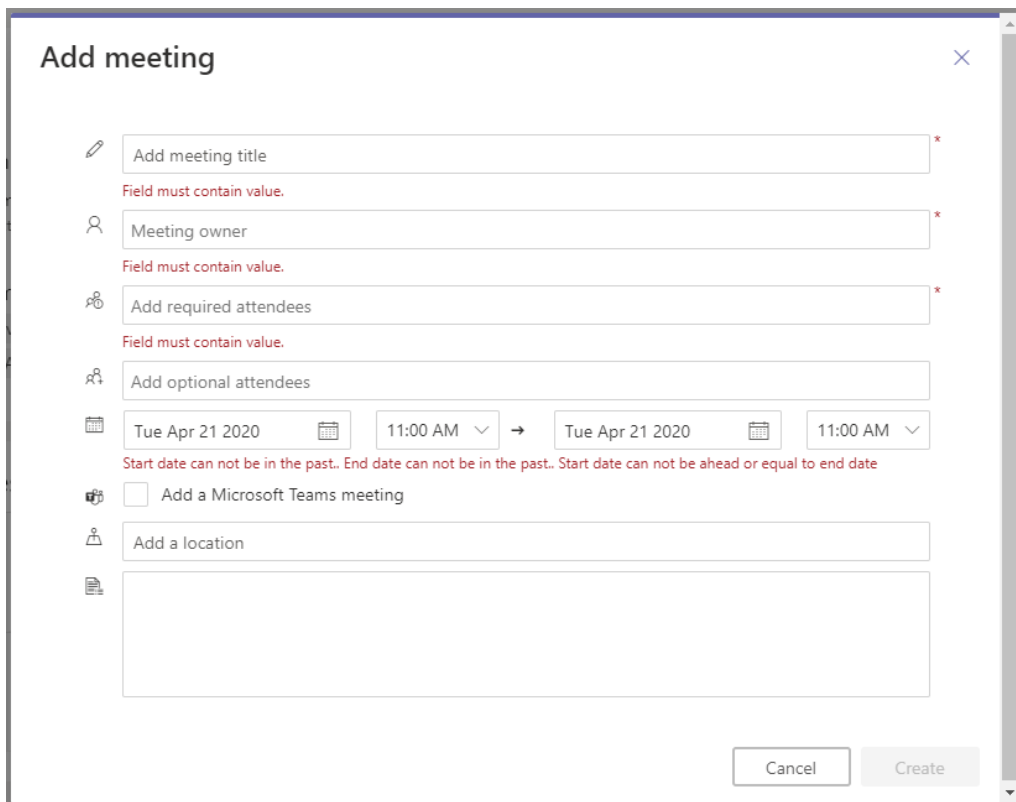
7.1 Add a new meeting

1. Click '+Add new Meeting'



2. Enter the details of the meeting. * indicates a mandatory field

Note: The meeting owner is limited to only one user.

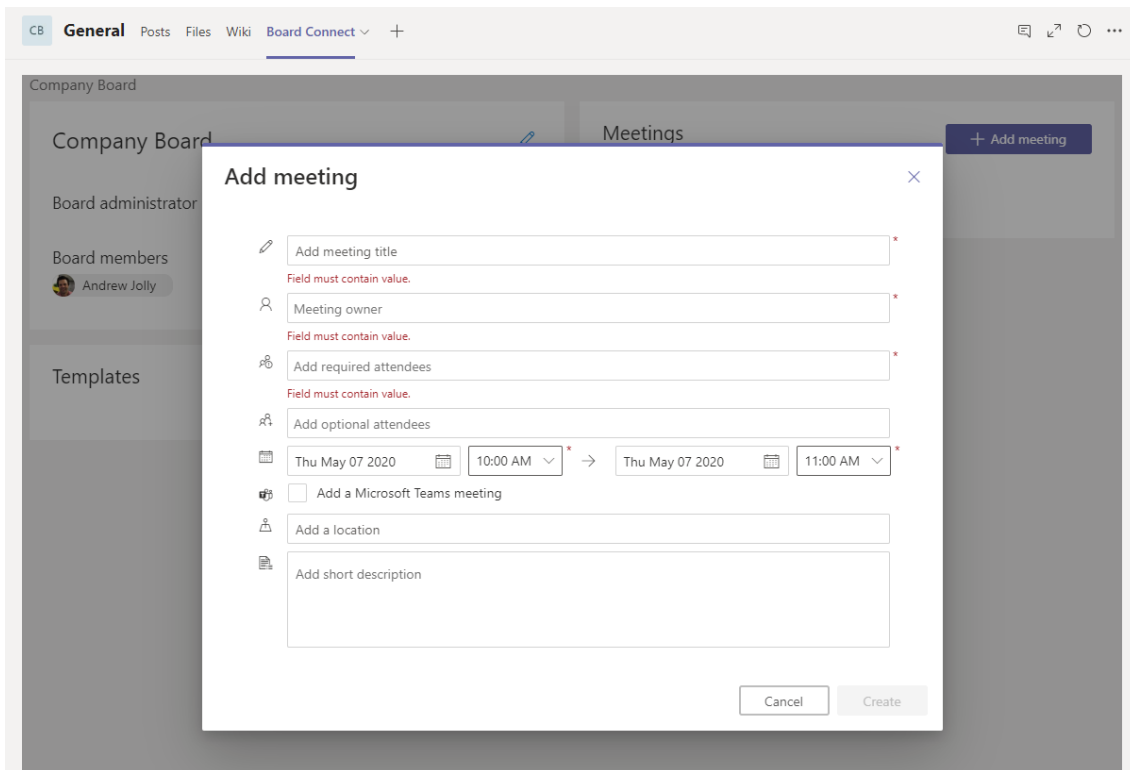
A screenshot of the 'Add meeting' form. The form has a title 'Add meeting' and a close button (X). It contains several input fields: 'Add meeting title' (with a red asterisk and error message 'Field must contain value.'), 'Meeting owner' (with a red asterisk and error message 'Field must contain value.'), 'Add required attendees' (with a red asterisk and error message 'Field must contain value.'), and 'Add optional attendees'. Below these are date and time pickers for start and end times, with a warning: 'Start date can not be in the past. End date can not be in the past. Start date can not be ahead or equal to end date'. There is a checkbox for 'Add a Microsoft Teams meeting' and a text field for 'Add a location'. At the bottom right are 'Cancel' and 'Create' buttons.

Note: If selected, 'Add a Microsoft Teams meeting' will add the Microsoft Teams meeting details and dial in numbers (dependant on licensing) to the invitation that is sent. [Read more about Audio Conferencing for Microsoft Teams here.](#)

The screenshot shows the 'Add meeting' dialog box in Microsoft Teams. The meeting title is 'Monthly board meeting - May 2020'. The attendees listed are 'Liam Davison', 'Backup Account', 'Password Admin', and 'Liam Davison (Admin)'. The meeting is scheduled for 'Tue Apr 21 2020' at '11:00 AM'. A calendar widget is open, showing the date '21' selected. The 'Create' button is disabled, and a red error message 'Start time must be ahead or equal to end date' is visible. The 'Cancel' button is active.

3. Click 'Create' to add the meeting

Note: The 'Create' button will remain disabled until mandatory fields are completed and there are no validation errors)



Once a meeting has been created a folder will automatically be created within the Team's General 'Files' tab, this folder is used to store all related documents for the meeting.

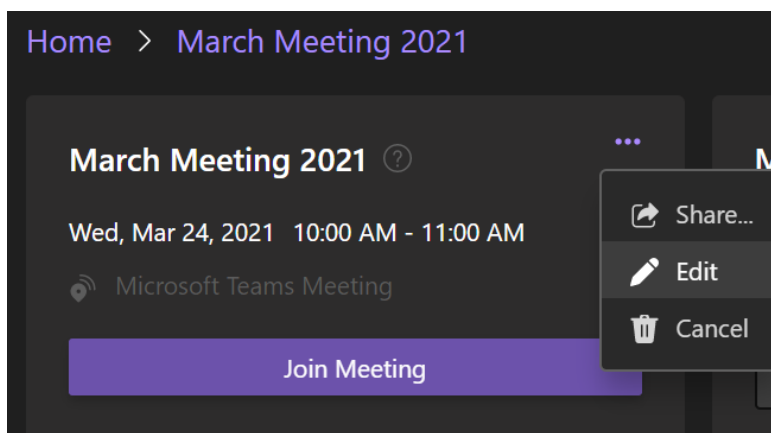
Selecting an individual meeting from the Board Connect landing page will take you to a new window with further details regarding the meeting's documents, topics, templates, team members and contact information.

7.2 Editing a meeting

Once a meeting has been created, both administrators and the meeting owner can change the name, description and the date/time of the event.

To edit your meeting, please follow these instructions:

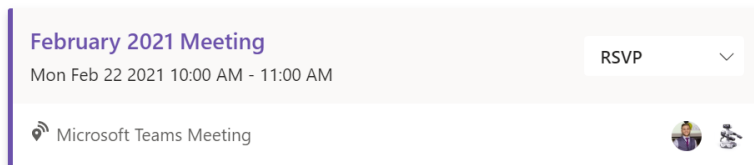
1. Browse to the Board Connect landing page
2. Select the meeting you would like to edit, and click the title
3. Click the ellipsis (...) button, then 'Edit'



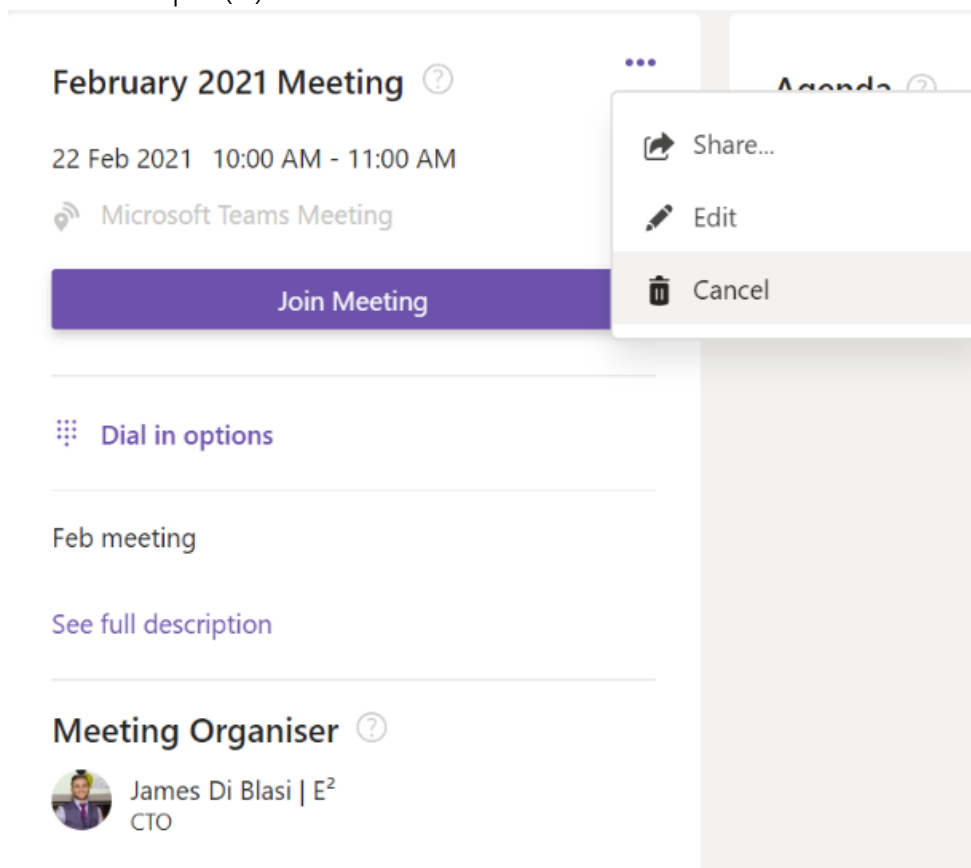
7.3 Cancelling a meeting

To cancel a meeting that has been set up through Board Connect, please follow these steps:

1. Browse to the Board Connect landing page
2. Select the meeting you would like to cancel

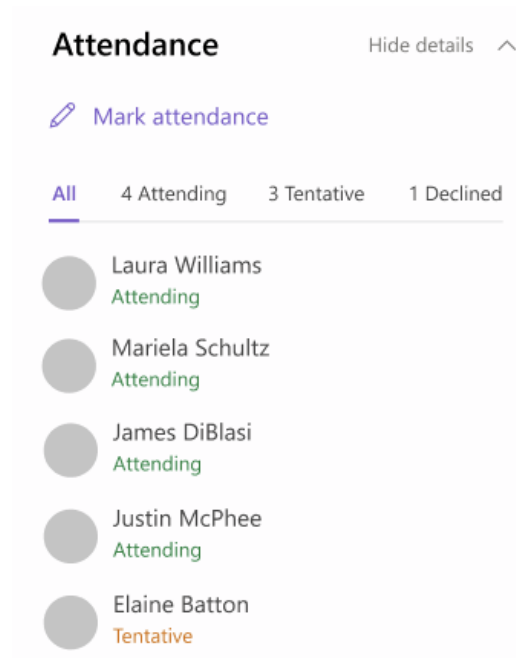


3. Click the ellipsis(...) button > **Cancel**



7.4 Meeting responses

When a meeting is created within Board Connect, a meeting invitation is sent to all invited users. Responses to the meeting invitation are displayed within the 'Attendance' panel of the selected meeting, shown below.



Board Connect – Meeting attendance panel

7.5 Marking attendance

Typically, at the end of the meeting the Board Secretary will select whether the user has attended the meeting. This data is recorded and can be reported on accordingly.

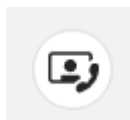
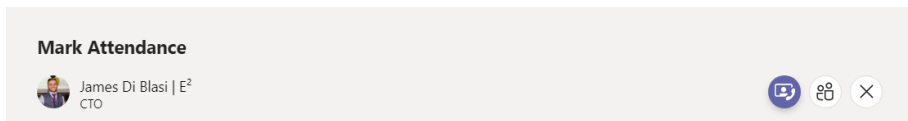
To mark attendance of your meeting:

Pre-requisites: To mark the attendance of the meeting, the logged on user must be selected as the 'Meeting Owner'. For more details about the Meeting Owner role, please see the permissions section of this article.

1. Browse to the meeting you would like to mark attendance on
2. Click 'Mark attendance'



3. The Mark attendance dialog will appear, for each user select whether the user attended via teleconference, in person, or the user did not attend at all.



User attended via teleconference



User attended in person



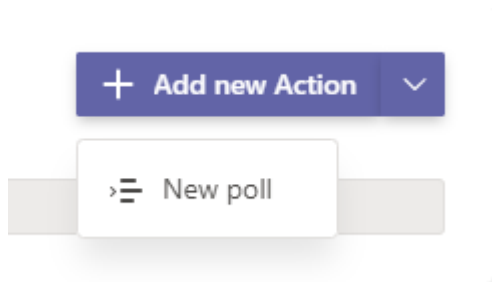
User did not attend

8 Voting

The voting feature of Board Connect provides organisations the ability to create quick polls or decisions, assign them to users and receive responses and/or make decisions more quickly and effectively.

8.1.1 Creating a Poll

1. To create a poll, click Add new Action then New poll



2. A dialog box will show, requesting key information regarding the poll. Fill out all required fields and click Save.

Title	Title of the poll
Description	Further context for the responder of the poll to review.
Options	Voting options the responders of the poll can select. A poll can support up to 10 options.
Start time	The start time when a poll can be available for users to respond to.
End time	The end time when a poll can be available for users to respond to.
Responses required from	The responses required from option allows the poll creator to select who should receive the request to respond to the poll. This includes: <ul style="list-style-type: none">• Everyone in the team; all users who have access to the Microsoft team• Everyone on the Board; All users who have been added as the Board Member role.• Select team members; Manually select users from the team to respond to the poll

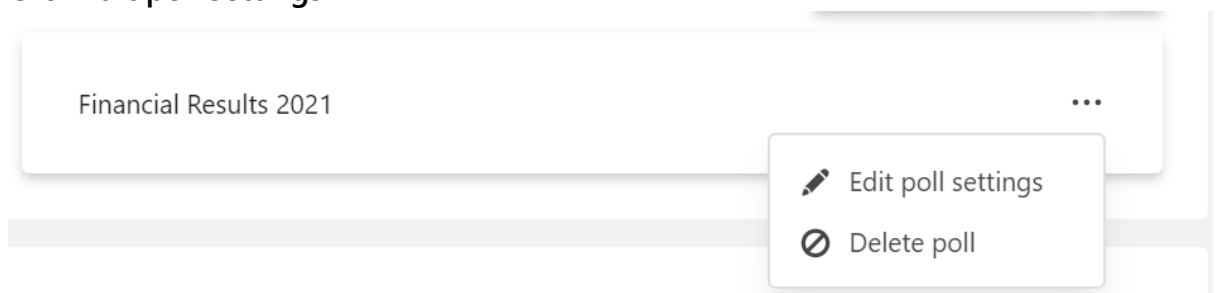
Show user names in poll results	Show the results of who voted for one option.
Attach poll to upcoming meeting	<p>Select a meeting to associate the poll to. By associating a poll to a meeting, the poll card will display on the meeting page in addition to the Board Connect landing page.</p> <p>Please note, if you add a poll from a meeting page, the poll will be associated with that meeting automatically and this field cannot be edited.</p> <p>To add a poll that is not associated with a meeting, or to edit this field later, please add the poll from the Board Connect landing page.</p>

8.1.2 Edit a Poll

Once a poll has been created, all poll fields can be edited before the scheduled start poll time.

To edit a poll, follow these steps

1. From the My Actions Panel, click the ellipsis (...) next to the Poll title
2. Click **Edit poll settings**

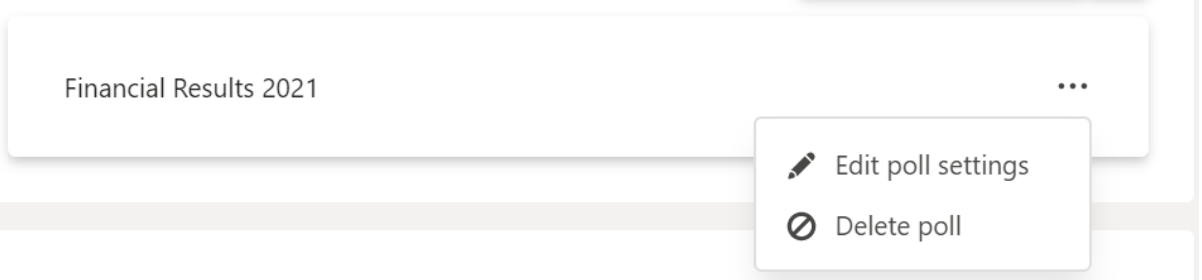


3. Update the poll settings and click **Save**.

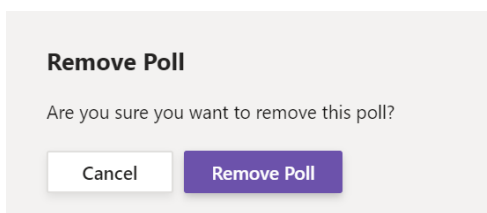
8.1.3 Remove a Poll

To remove a poll, follow these steps:

1. From the My Actions Panel, click the ellipsis (...) next to the Poll title
2. Click **Delete poll settings**



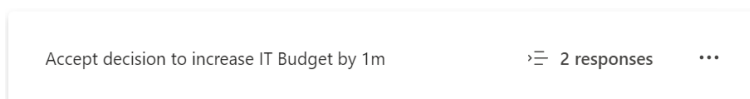
3. You will be prompted to confirm you want to remove the poll. Click Remove Poll and it will be removed.



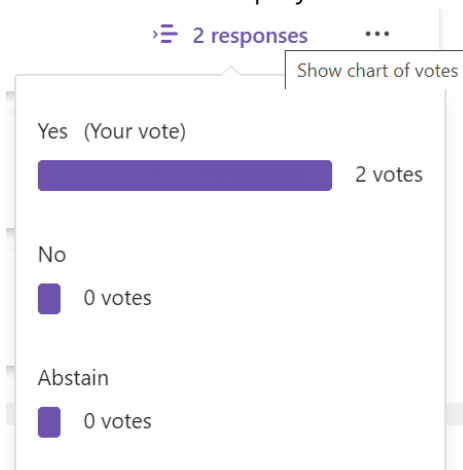
8.1.4 Check results of a Poll

To check the results of a poll please follow these steps.

1. From the My Actions Panel, click the number of responses.



2. The results will display



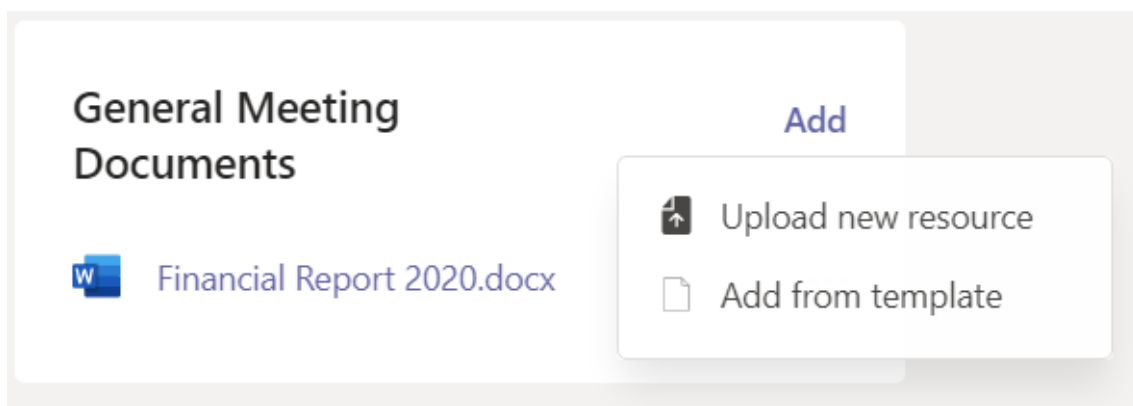
9 General Meeting resources

The meeting resources section is where all the relevant and/or formalised documents for the upcoming board meeting will be stored.

There are two ways to upload documents to the meeting's resources:

Upload via Board Connect

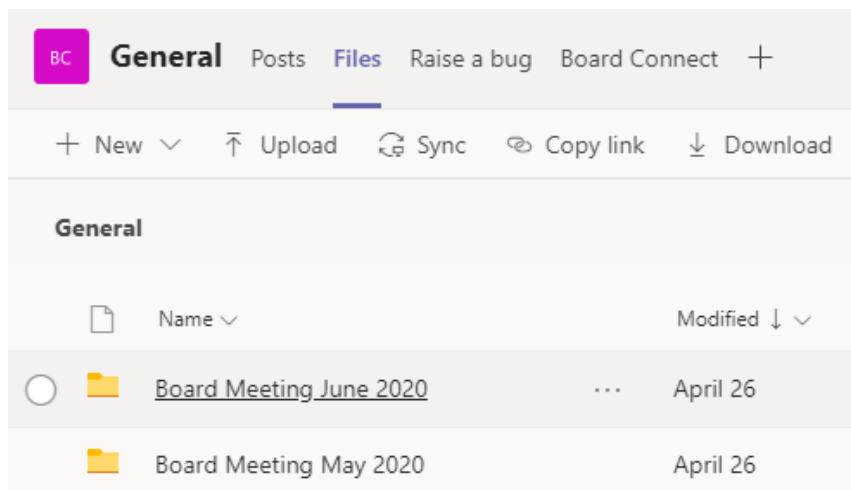
Upload a document by either using the 'Add' > 'Upload new resource' function within the selected meeting. This is the standard and expected way we recommend users uploading general meeting resources to a meeting.



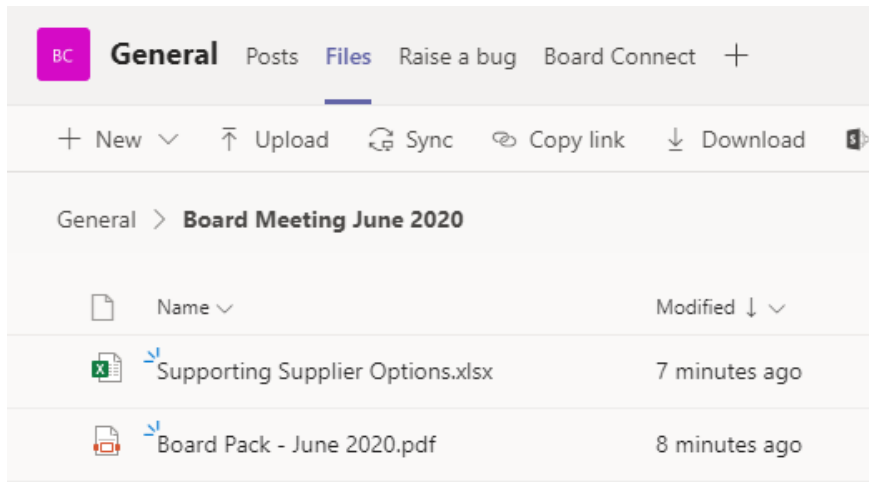
Upload via teams

The second way to upload a document is to use native Microsoft Teams functionality, located in the Files tab.

To upload files via the MS Team's 'Files' tab, navigate to the corresponding meeting folder within the file library.



Documents can be dragged and dropped into the Meeting folder or uploaded using the 'Upload' button in the toolbar.




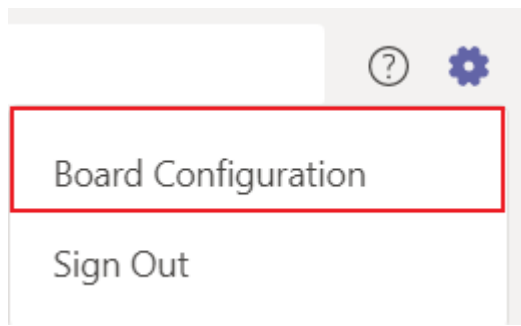
10 Templates

Ensuring the information is prepared in the correct document format is important, as it ensures accuracy and saves time when compiling information for formal meeting documents. Storing templates enables members to start creating artefacts in the required format from the outset.

10.1 To add a template

To upload a template you must be logged in as an owner of the Microsoft team in question, or have been set up as the Board Administrator.

1. From the 'Board Connect' tab, click the 'Settings cog' () > 'Board Configuration'



2. Select the Templates navigation item
3. At the bottom of the page, you will see a list of all of the uploaded templates (if any)
4. To add new templates, click 'Add Template' on the right-hand side of the page

Templates

No files found

[Add Template](#)

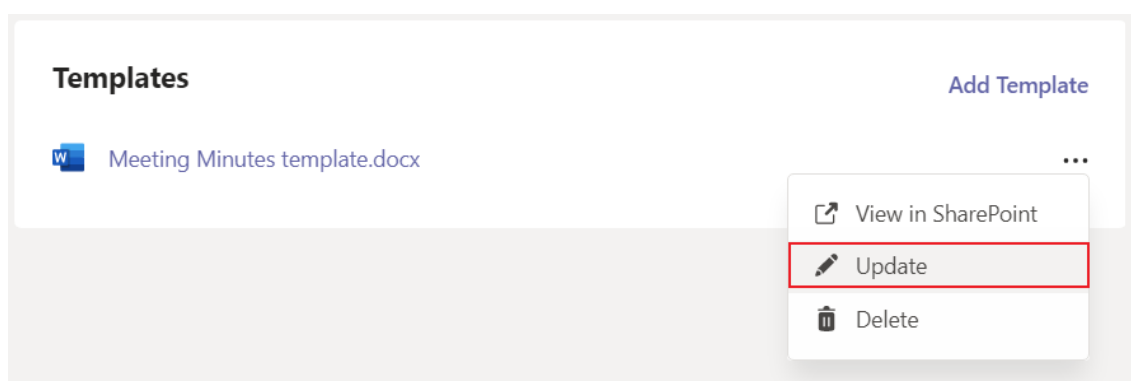
5. Provide a title for the template, then upload a template from your OneDrive or PC by clicking the empty field or clicking the 'Browse' button, then click 'Upload & Save'

The 'Upload Template' dialog box contains the following elements:

- Upload Template** (Section Header)
- Add template title** (Label) with a text input field containing 'Add template title'.
- Upload a template to Board Connect?** (Label) with a text input field containing 'Select a file' and a **Browse** button.
- Cancel** and **Upload & Save** (Action Buttons).

10.2 Edit a template name

1. Click the ellipsis (...) next to the template you want to update and select 'Update'



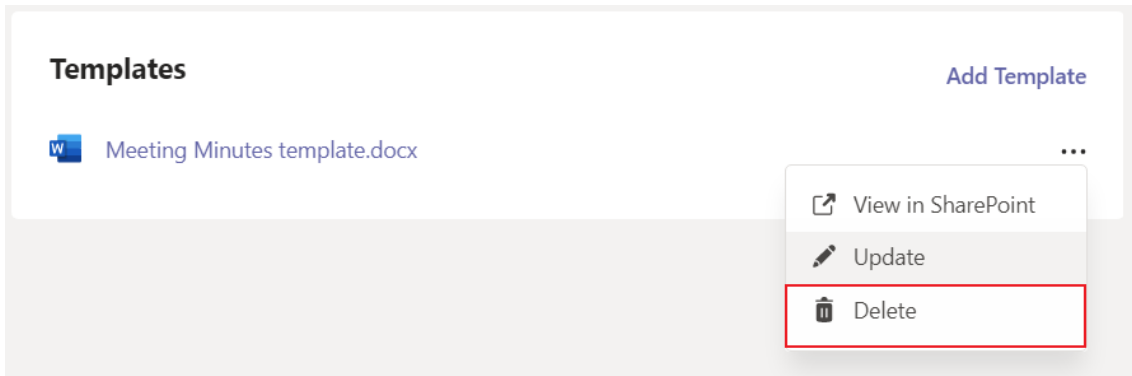
2. Provide a new name for the template, then click 'Update & Save'

The 'Update Template' dialog box contains the following elements:

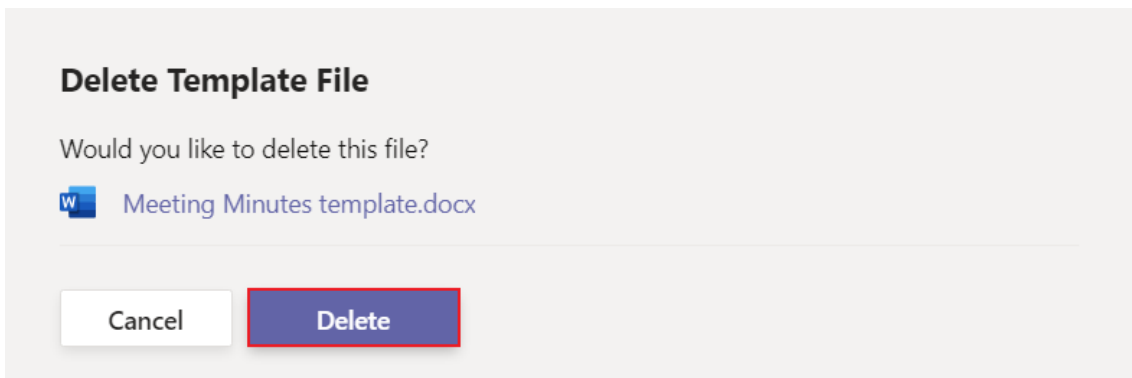
- Update Template** (Section Header)
- Add template title** (Label) with a text input field containing 'Meeting Minutes template'.
- Cancel** and **Update & Save** (Action Buttons).

10.3 Delete a template

1. Click the ellipsis (...) next to the template you want to remove and select 'Delete'

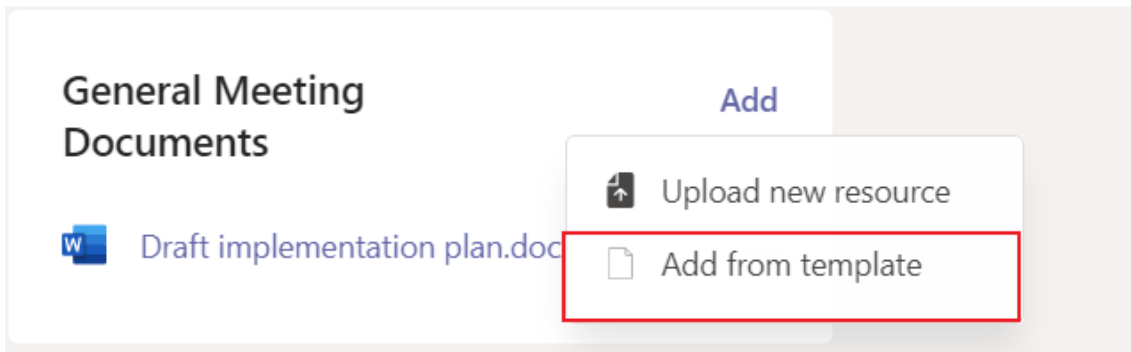


2. Click Delete to confirm deletion.



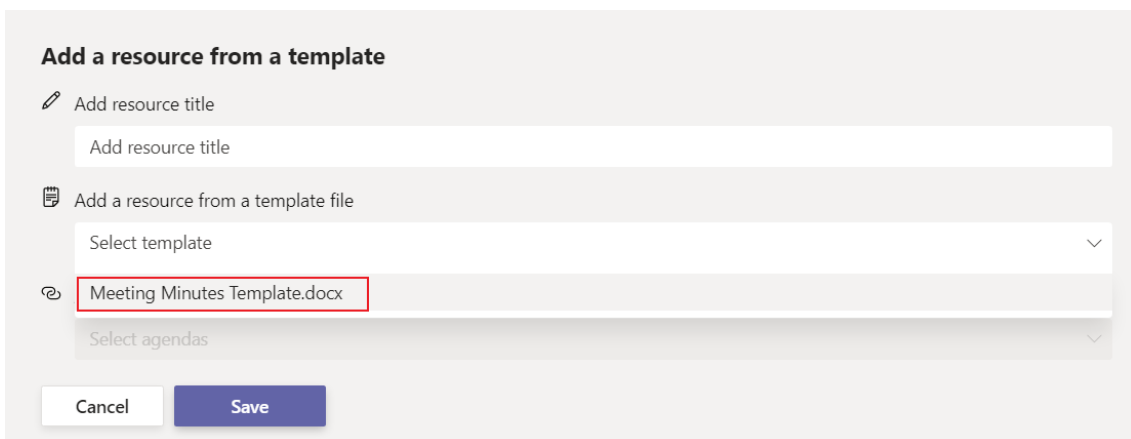
10.4 Add a template document to a meeting

1. Click 'Add from template' to begin the process of adding a template to a selected meeting.



2. Click Add from template

3. Select the template you want to use from the drop-down menu



3. Click 'Save'

11 Agendas

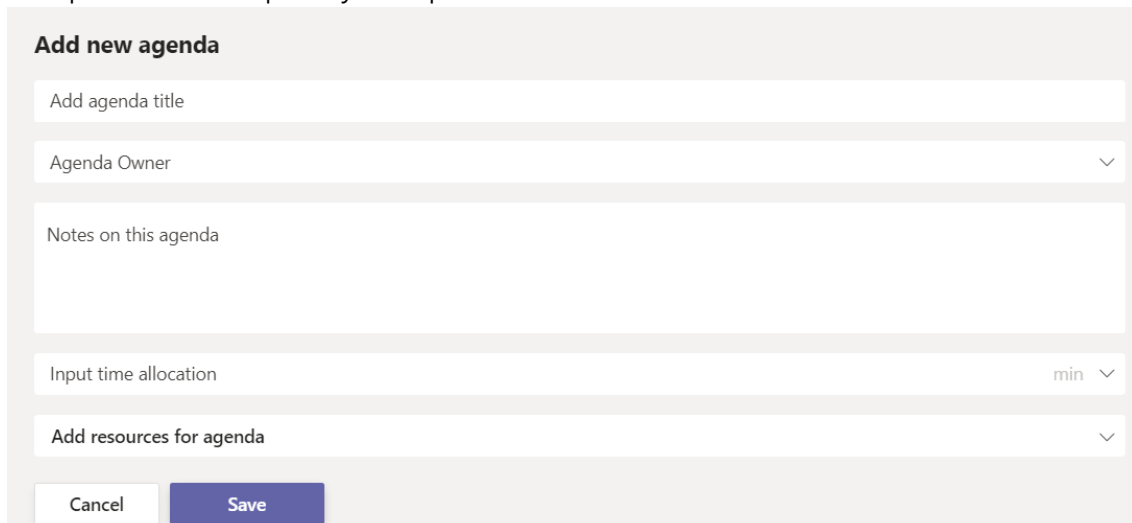
Creating agendas for a meeting is a tool that can be used to indicate what needs to be done in preparation for the upcoming meeting. Colleagues can view meeting agendas to see who is responsible for them and any resources related to the agenda.

11.1 Create an Agenda item

1. Within the Agenda panel of a meeting, click the 'Add Agenda Item' button, loading the new agenda item form.
2. When creating a new agenda, you will be prompted to enter the following as mandatory fields:
 - Title
 - Agenda owner
 - Notes

Optionally, when creating the agenda item, you can provide a time allocation for the agenda which signifies how long the agenda owner plans to speak / discuss this agenda item.

Additionally, when creating agenda items, pre-uploaded resources / templates to the meeting can be associated to the agenda item being created at that time, but also can be updated subsequently if required.



Add new agenda

Add agenda title

Agenda Owner ▼

Notes on this agenda

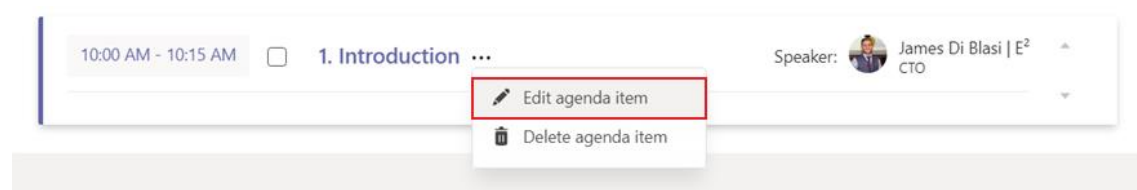
Input time allocation min ▼

Add resources for agenda ▼

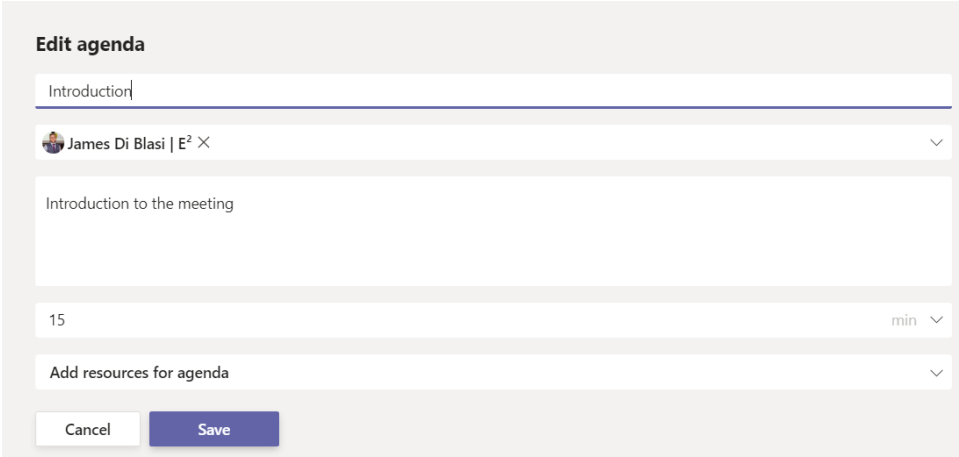
Cancel Save

11.2 Edit an Agenda Item

1. To edit an Agenda item click the (...) and click the 'Edit agenda item' option



2. Enter any changes to the Agenda details and click 'Save'



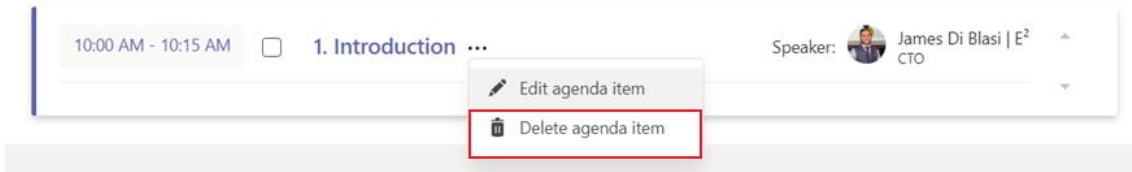
The "Edit agenda" form contains the following fields and controls:

- Title: "Introduction"
- Speaker: "James Di Blasi | E²" (with a close icon)
- Description: "Introduction to the meeting"
- Duration: "15 min" (with a dropdown arrow)
- Resources: "Add resources for agenda" (with a dropdown arrow)
- Buttons: "Cancel" and "Save"

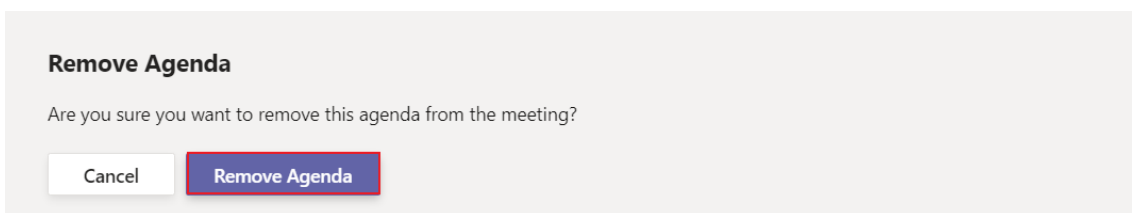
11.3 Delete an Agenda Item

To delete an Agenda item within a meeting, please complete the following.

1. From the agenda item that you would like to remove, select the (...) and click 'Delete agenda item'



2. A confirmation dialog will appear, Click the 'Remove Agenda' button to confirm



12 Board Configuration Settings

The Board Configuration settings provides access to all owners of the Microsoft Team and users who have been set as the Board Administrator role within Board Connect to control permissions and settings of Board Connect.

To access the Board Configuration page, or change any of the board setting options the user must be one of the following:

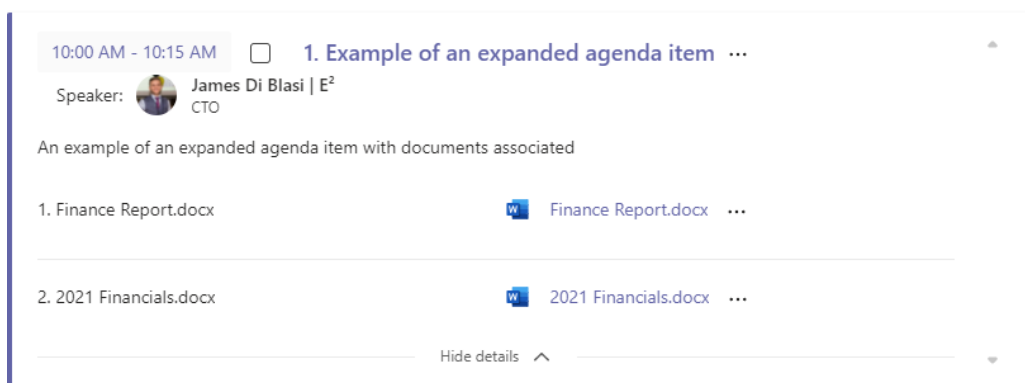
- User is logged on as an owner of the Microsoft Team
- User is set as the Board Administrator

12.1 General tab

12.1.1 Hide resources


Turning on the hide resources function requires users to click the expanding section to see document resources within an agenda item. By default, each agenda is pre-expanded.

Pre-expanded



Not expanded



1. Browse to your board connect landing page
2. Click the settings cog () on the right-hand side of the page
3. Select 'Board Configuration'

Hide resources




Require users to click an expanding section to see document resources associated to each agenda item in the Meeting Agenda panel

12.1.2 Time Allocation field required

The time allocation required field enforces a time selection when creating an agenda item.

Add new agenda

Test agenda

 James Di Blasi | E² ×

Notes on this agenda

Input time allocation min ▾

Field is required

12.1.3 Opening documents in the browser

Specify whether browser-enabled documents should be opened in the Teams app client or browser by default.

Open behavior for documents



In browser




In Teams app

12.1.4 Disable the in-app meeting experience

Disabling the in-app meeting experience stops the Board Connect app from being added to the Microsoft Teams call. To find out more about teams meeting extensibility, please follow refer to this Microsoft article.

<https://techcommunity.microsoft.com/t5/public-sector-blog/meetings-extensibility-in-microsoft-teams-meetings/ba-p/2111965>

1. Browse to your board connect landing page
2. Click the settings cog () on the right-hand side of the page
3. Select 'Board Configuration'
4. Turn on the 'Disable installing the app into the meeting' option

Turning this option on means that the Board Connect application will no longer be added to meetings created through Board Connect.


Disable the in app
meeting experience



Disable installing the app into the meeting

12.1.5 Checking your license

To check what license your organisation is currently using of Board Connect,

1. Browse to your board connect landing page
2. Click the settings cog () on the right-hand side of the page
3. Select 'Board Configuration'
4. You will see underneath the License Tab 'Type of license' this is your

Type of license: Trial


license.

License	Description
Trial	Trial license provides access to all features available on Board Connect
Standard	Standard Board Connect license offers installation of Board Connect on up to 3 boards.
Premium	Premium Board Connect provides organisations Installation of Board Connect on up to 10 teams.
Enterprise	<p>Board Connect Enterprise is designed for enterprise organisations looking to roll-out Board Connect across an unlimited amount of Boards.</p> <p>The Enterprise version of Board Connect includes all the same functionality as the Premium version, while also including Integration with Adobe Sign & DocuSign as well as providing an SLA backed support agreement.</p>


12.1.6 Setting Board Description

To set the board description found on the landing page of Board Connect

Activities:

1. Browse to your board connect landing page
2. Click the settings cog () on the right hand side of the page
3. Select 'Board Configuration'
4. Within the 'Board description' section, of the 'General' tab. Type and enter your description of the board.


Example Executive Board

 Details about the executive board summary
[See full description](#)

12.1.7 Disable guest user access

In some scenarios, organisations would like to restrict guest users being able to access the Board Connect application. Should you like to restrict access to Board Connect, we suggest approaching from both Board Connect and Microsoft Teams.

To restrict guest user access directly from Board Connect, please follow these steps.

1. Browse to your board connect landing page
2. Click the settings cog () on the right-hand side of the page
3. Select 'Board Configuration'
4. Within the general tab of the board configuration page, Click 'Disable guest users' option.

Disable guest users



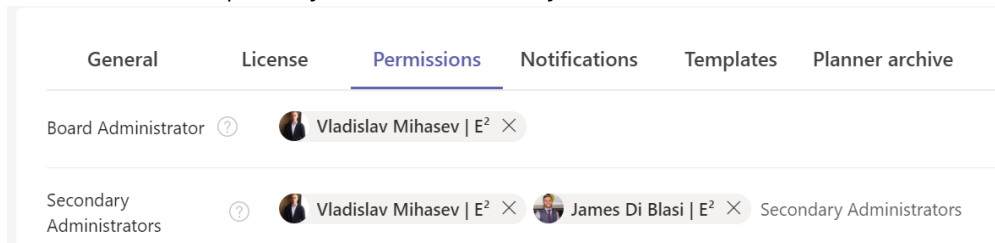
Disable the ability to use the app for guest users

To restrict guest access at the Microsoft Teams level, please speak to your IT Administrator about restricting Teams guest access.

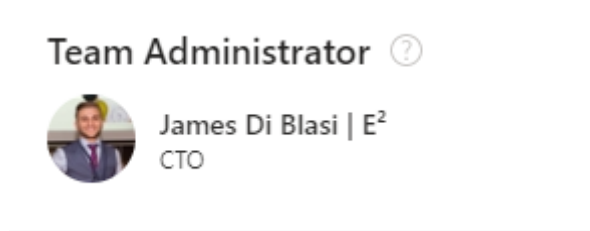
12.2 Permissions

12.2.1 Board Administrator & Secondary Administrators


Both the Board Administrator and Secondary Administrator role provides additional capability and functionality to Board Connect.



The only difference between the Board Administrator and Secondary Administrator role is that the Board Administrator is also set as the Board Administrator display on the landing page for your board.



To update the Administrators of your board, please follow these steps:

1. Browse to your Board Connect () landing page
2. Click the settings cog on the right-hand side of the page
3. Select 'Board Configuration'
4. Within the 'Board Administrator' section, of the 'Permissions' tab.
5. Within either the Board Administrator people field or Secondary Administrators, add a user who you would like to Add as the Team Administrator.

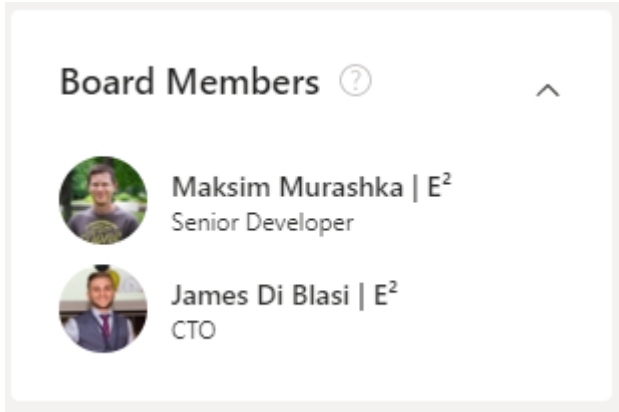
Please Note: Only one user can be added as a Board Administrator, whereas up to ten users can be added as a secondary administrator.




6. Click **Save**.

12.2.2 Board Members

The Board Members role is a way to signify who are members of the Executive Board, or committee itself. In some scenarios, additional users may have access to the Microsoft Team, however – are not Board or Committee members. Setting the Board Members updates the list of users on the landing page of Board Connect, but will also be tied into functionality of future releases.



To update the Board Members component, please follow these steps:

1. Browse to your Board Connect landing page
2. Click the settings cog () on the right hand side of the page
3. Select 'Board Configuration'
4. Within the 'Board Members' section, of the 'Permissions' tab. Within the Board Members section, add users who you would like to Add to the Board.




Please note: Adding a user as a Board Member adds the user as a member of the Microsoft Team, if they are not already added.

12.3 Notifications

Notification settings allow team owners and administrators of Board Connect to control when end users receive Board Connect related teams notifications.

To turn on or off Notifications, please follow these key steps:

1. Browse to your Board Connect landing page
2. Click the settings cog () on the right hand side of the page
3. Select 'Board Configuration'
4. Click 'Notifications'

General **License** **Permissions** **Notifications** **Templates**


5. Find and enable / disable the notification of interest.

Meeting's attendees Send Activity Feed notification to a user who is added to a meeting attendees

12.3.1 Agenda is ready notification

The agenda is ready notification sends a templated email and teams activity feed notification message, outlining the meetings agenda to users who are invited to the meeting.

To turn on or off the functionality to send an agenda is ready notification, please complete the following:


1. Browse to your Board Connect landing page
2. Click the settings cog () on the right hand side of the page
3. Select 'Board Configuration'
4. Click 'Notifications'
5. Turning on the option, will show the button to send the activity feed and email for meeting respondents.

Agenda is ready notification Show button to send Activity Feed notification for meeting respondents

13 Licensing

13.1 Check what teams you installed Board Connect into

To check what teams, you have installed Board Connect into please follow these steps.

1. Browse to your Board Connect landing page
2. Click the settings cog () on the right hand side of the page
3. Select 'Board Configuration'
4. Click 'License' tab

The user will now see a list of all teams that currently have Board Connect installed.

Note: The logged-on user will see a hyperlink to the other licensed teams, where they have access. Otherwise, it will be greyed out.

4 activations out of a maximum of 10 activations

Team name	Installed
Executive Board	✓
Finance Sub Committee	✓
Technology Sub Committee	✓
Learning and Development	✓
Security Sub Committee	✓