



Board Connect

Board Connect - End User Guide

End Users / Team Members Guide

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Contents

1	Introduction	3
2	Accessing Board Connect	4
3	Meetings	6
3.1	Responding to a meeting invitation	6
3.1.1	From your email.....	6
3.1.2	RSVP'ing to your meeting from Board Connect.....	6
3.2	Reviewing a meeting	7
3.3	Joining a virtual meeting	7
3.3.1	From the Board Connect meeting page.....	7
3.3.2	From the Board Connect landing page	9
3.3.3	From your email or calendar.....	9
3.4	Accessing Board Managed documents.....	10
3.4.1	Agenda item documents.....	10
3.4.2	General meeting documents	10
3.5	Creating a private copy	11
3.5.1	Accessing your private copy via Board Connect	12
3.5.2	Accessing your private copy via OneDrive for Business.....	12
4	In meeting experience	14
4.1	Accessing the Board Connect in meeting experience	14
4.2	Creating tasks in the In Meeting experience.....	15
5	Voting.....	16
5.1	Submitting your vote	16
5.2	Viewing results.....	17
5.3	Changing your vote	17
6	Searching	18
7	Reviewing all Board Papers for upcoming meetings	19

1 Introduction



Preparing and reviewing material for board reports can be extremely intensive and time-consuming for admin teams, senior leaders and board members. In most businesses, the processes for preparing, reviewing and collaborating on board-related documentation are inefficient, lack visibility and rely heavily on email or ad-hoc conversations. Besides wasting time, these processes expose 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, document preparation and sign-off for board or committee 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 elimination of problems with version management that are all too common to email- and file share-based processes.

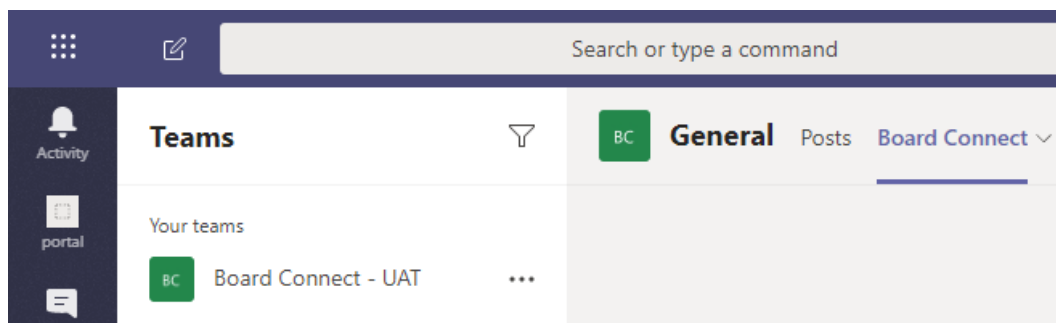
The purpose of this document is to explain the Board Connect features and actions available to a Board Connect Team Member.

2 Accessing Board Connect

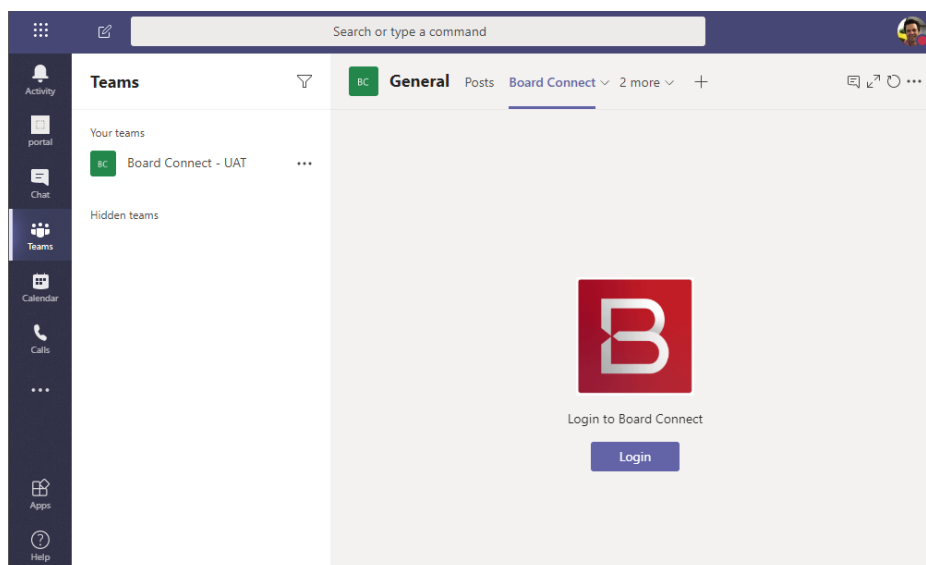
To access Board Connect as a Team Member, an owner of a Microsoft Team needs to have first installed Board Connect as a third-party application, available from the Microsoft Teams Store, and added your user account as a Team Member to the software.

To access Board Connect, please follow these instructions:

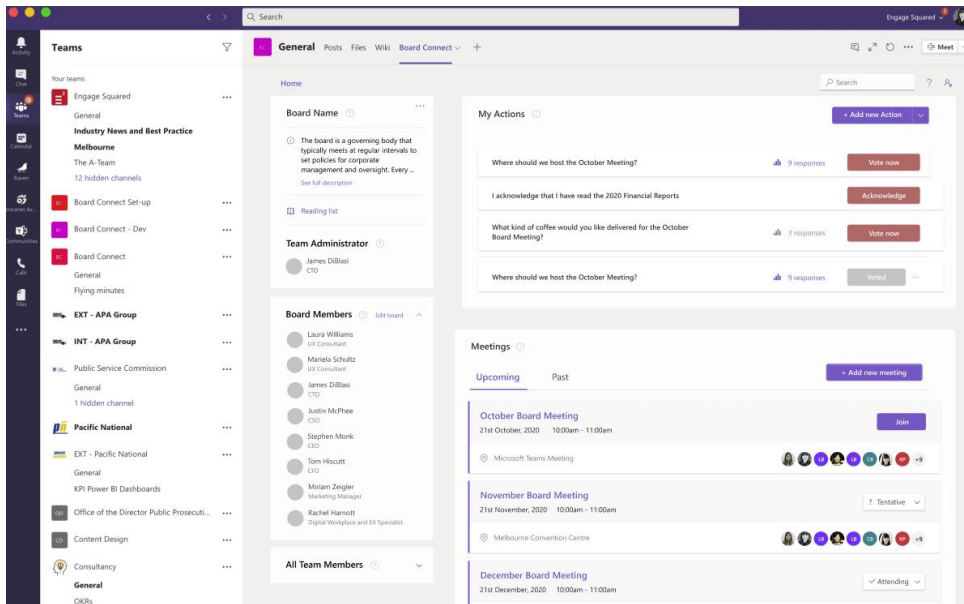
1. From Microsoft Teams, open a team that has Board Connect installed.
2. If Board Connect has been installed correctly, you will be able to see it as a tab labelled 'Board Connect' at the top of the General channel. Select the tab to open the Board Connect app.



3. If you are accessing Board Connect for the first time, you will be prompted to login. Click the Login button on the page.



4. Once authenticated successfully, you will see the Board Connect landing page for your team. Great! You are now signed in and can start using Board Connects full set of capabilities.



3 Meetings

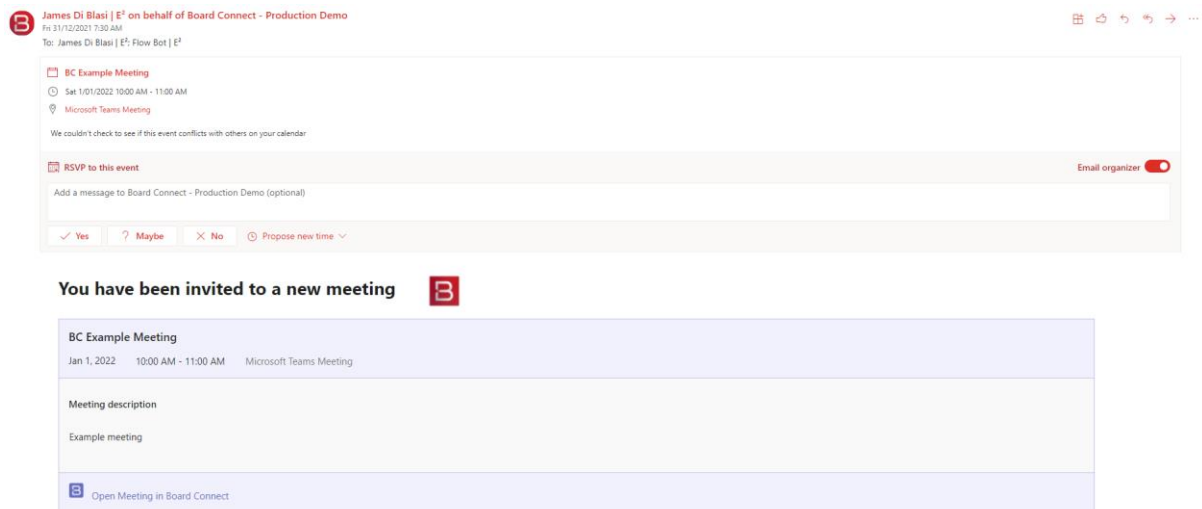
3.1 Responding to a meeting invitation

When a user has been invited to a meeting, they will receive an email notification of the invitation. A meeting invitation can be responded to in one of two ways:

3.1.1 From your email

You can quickly and easily respond to the meeting invitation (i.e., Accept, Decline, Tentative) directly from the email invitation received in your email client. Whatever response you provide will be reflected in the meeting in Board Connect.

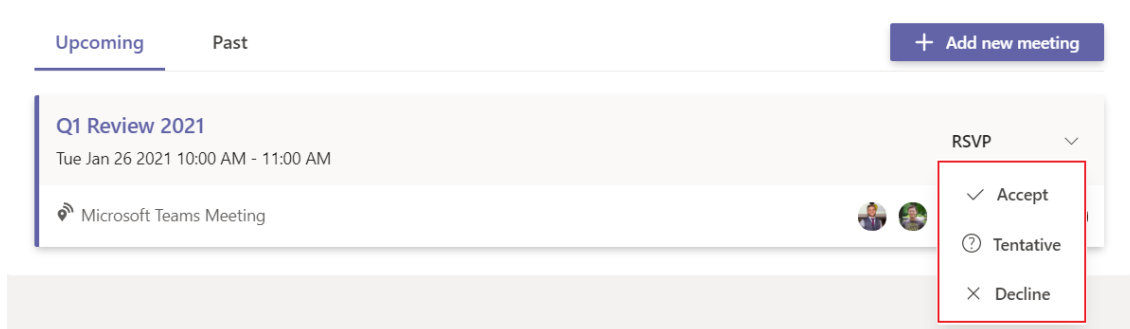
The email will also contain a link directly to open the meeting in Board Connect, this is so that you can access additional meeting information such as the agenda of the meeting, as well as access information from previous meetings held.



3.1.2 RSVP'ing to your meeting from Board Connect

To respond to a meeting invitation directly from Board Connect, follow these steps:

1. Open Board Connect in the relevant Microsoft Team.
2. On the landing page, look for the Meetings panel on the right-hand side and find the meeting you are responding to.
3. Click the RSVP button. A dropdown selection of options will appear; choose the appropriate response and your selection will be recorded.



Note: your response will be visible to the meeting organiser and other members of the team, to assist with planning and preparation for the meeting.

3.2 Reviewing a meeting

When you have been invited to a meeting, you will see it appear in the Meetings panel on the Board Connect landing page, along with any other upcoming meetings you have been invited to. You can also switch the tab to see past meetings. This panel gives you quick access to open and view the details for all your scheduled meetings, as well as open and refer to past meeting information when required.

3.3 Joining a virtual meeting

For meetings that have been enabled for users to be able to join online with Microsoft Teams or via telephone conferencing, there are a few different options for joining these.

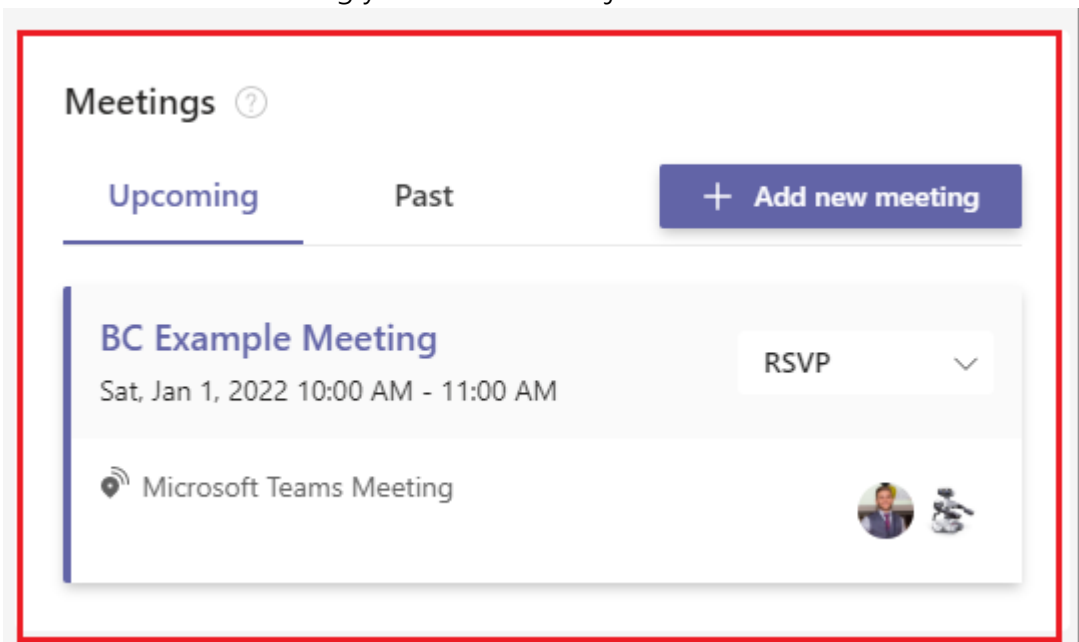
3.3.1 From the Board Connect meeting page

For the best experience during the meeting, we suggest joining via the Board Connect meeting page where you will have access to all of Board Connects meeting features. The meeting page provides additional meeting context and information such as agenda items, board papers, attendance tracking lists and more, that is not available elsewhere.

To access Board Connect from the meeting page, follow these steps:

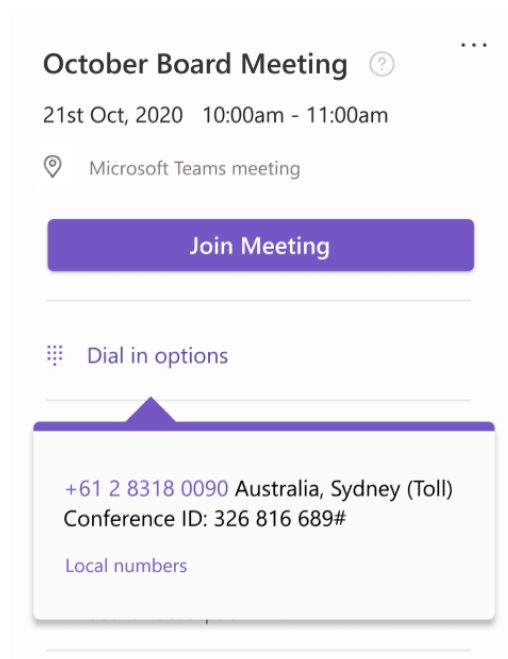
1. Open Board Connect in the relevant Microsoft Team.

2. On the landing page, look for the Meetings panel on the right-hand side and find the meeting you would like to join.



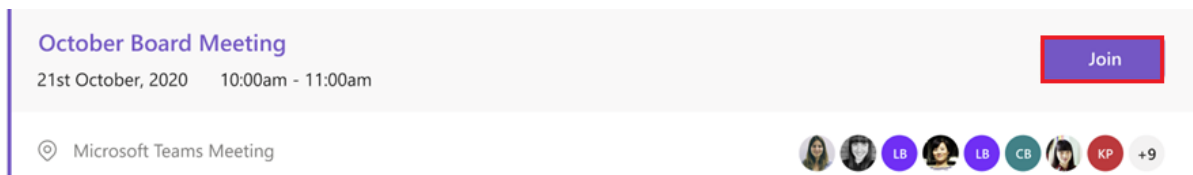
3. Click the name of the meeting to open the meeting page. At the top left of the page, you will see a Join Meeting button, which uses your logged in Microsoft Teams client to connect to the Teams meeting.
 - a. Should you wish to join the meeting via telephone rather than via Microsoft Teams, you can click Dial in options, which provides a dial in number and Conference ID.

Please note dial in numbers and conference IDs are subject to your Microsoft Teams installation settings and Microsoft licenses. Not all organisations have this enabled and configured. If you are unsure whether this is available in your organisation, please contact your company's IT Administrator.



3.3.2 From the Board Connect landing page

Users can quickly join a Microsoft Teams meeting directly from the Board Connect landing page, by clicking the Join button that appears on the meeting card in the Upcoming Meetings list. The Join button will be displayed on the meeting card from 30 minutes before the scheduled start time until 30 minutes after the scheduled end time of the meeting.



3.3.3 From your email or calendar

You can also join a meeting using the details in the email invitation you would have received when you were invited to the meeting. You can open the original email invitation, or if you added the event to your calendar (for example by accepting the invitation), you can open the calendar event to view the meeting details, which will include a link to join the meeting with Microsoft Teams and conference details to dial in to the meeting via telephone.

[Join Microsoft Teams Meeting](#)

+61 2 8318 0090 Australia, Sydney (Toll)

Conference ID: 965 266 209#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Dial in details from your calendar

3.4 Accessing Board Managed documents

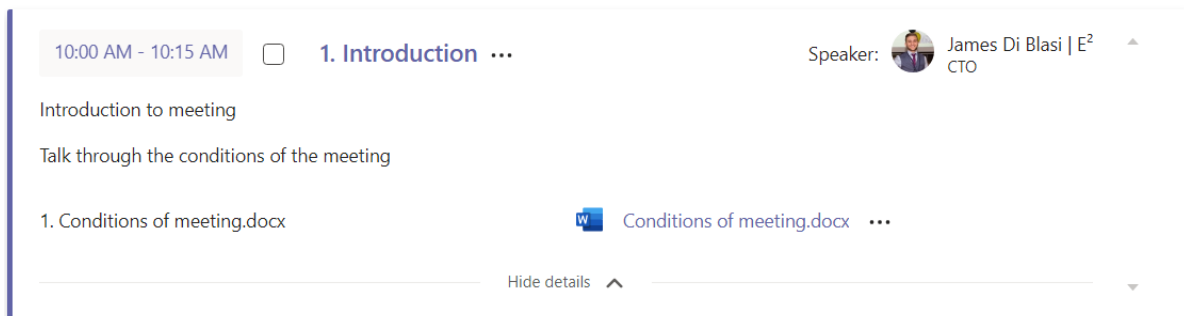
Documents managed by Board Connect are files that have been uploaded and associated to a Board Connect meeting.

When files are uploaded to a meeting, the uploading user has the choice of whether to associate the document to a particular agenda item or not.

When a document is associated to an agenda item, the document is then shown within the agenda panel in context to that agenda item. Alternatively, if a file is uploaded but not associated to an agenda item, it is shown as a general meeting document.

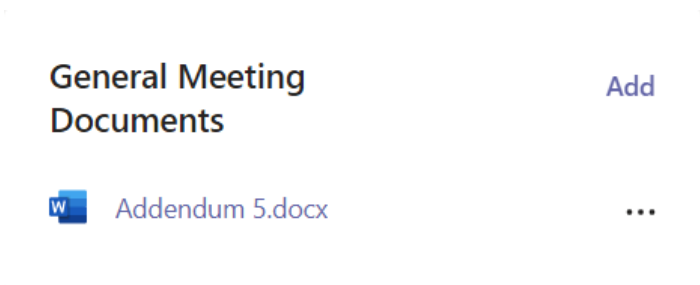
3.4.1 Agenda item documents

When a file is uploaded to a meeting and associated with an agenda item, the document is displayed alongside that agenda item in the agenda panel on the right-hand side of the meeting page.



3.4.2 General meeting documents

General meeting documents are files uploaded to a meeting that are not associated to any specific agenda items. These are displayed in the General Meeting Documents panel at the bottom-left of the meeting page.



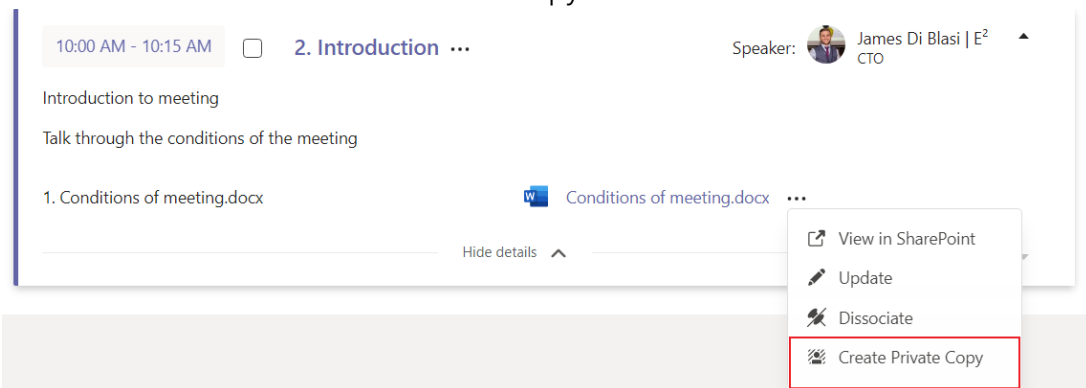
3.5 Creating a private copy

The concept of a private copy allows all users to create their own personal duplicate of any Board Connect meeting document, which is stored in that user's OneDrive for Business account, while the original version is preserved in Board Connect.

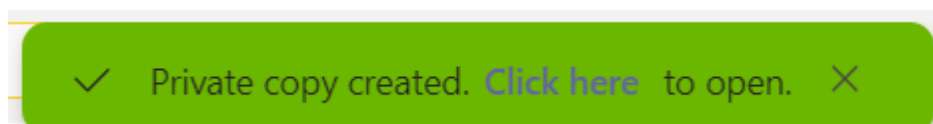
Creating a private copy helps users to better prepare for and actively participate in meetings by enabling them to not only review published documents, but freely add any annotations, highlights, or comments in their copy for their own reference.

To create a private copy of a document, follow these steps:

1. Browse to the Board Connect meeting page that contains the document you would like to create a private copy of. This could be a general meeting document or an agenda item document.
2. Click to open the ellipsis menu (...) next to the document name.
3. From the menu select Create Private Copy.



4. You may see a loading icon for a few moments while your private copy is prepared. Once your private copy is ready you will see a success notification pop up. Select the 'Click here' hyperlink if you would like to open your document right away.

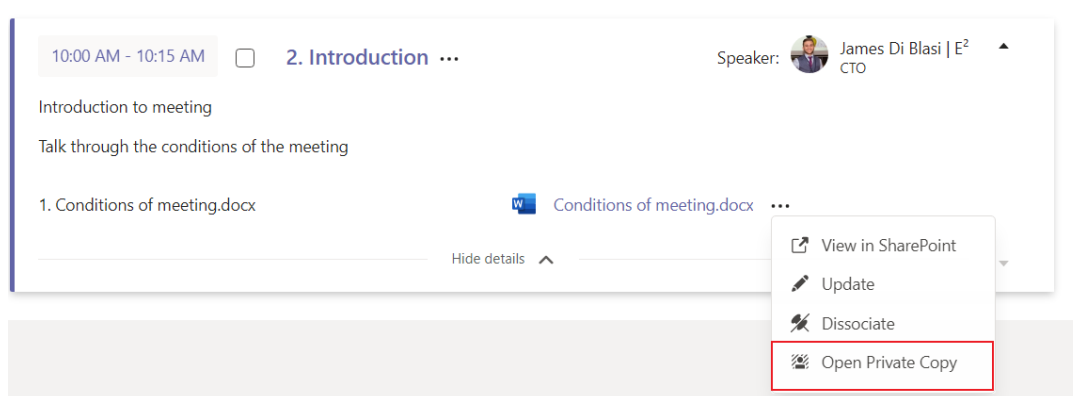


Note: to create a private copy, the user must have a Microsoft 365 license so that the file can be copied to the users OneDrive.

3.5.1 Accessing your private copy via Board Connect

After you have created your own private copy of a document, you can access that copy at any time via Board Connect. To access your private copy of a document from Board Connect, follow these steps:

1. Browse to the Board Connect meeting page that contains the document you have previously created a private copy of.
2. Click to open the ellipsis menu (...) next to the document name.
3. From the menu select Open Private Copy, which will launch your private copy of the document in a web browser.



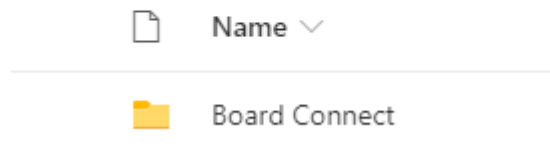
3.5.2 Accessing your private copy via OneDrive for Business

When a private copy has been created of a Board Connect document, the copy is saved to a 'Board Connect' folder automatically created in your OneDrive for Business account. To access your private copy of a document from your OneDrive for Business account, follow these steps:

1. Open your OneDrive. Browse to <https://onedrive.live.com> and login with your organisation account (the same account you have used to login into Board Connect). Alternatively, if you are using the OneDrive for Business sync client to sync your OneDrive to your Windows PC you can view your OneDrive files directly using File Explorer. You can also use the OneDrive app on mobile devices.
2. After the first time you create a private copy of a Board Connect document, you will see a new folder called Board Connect has been




created under My Files in your OneDrive.

My files



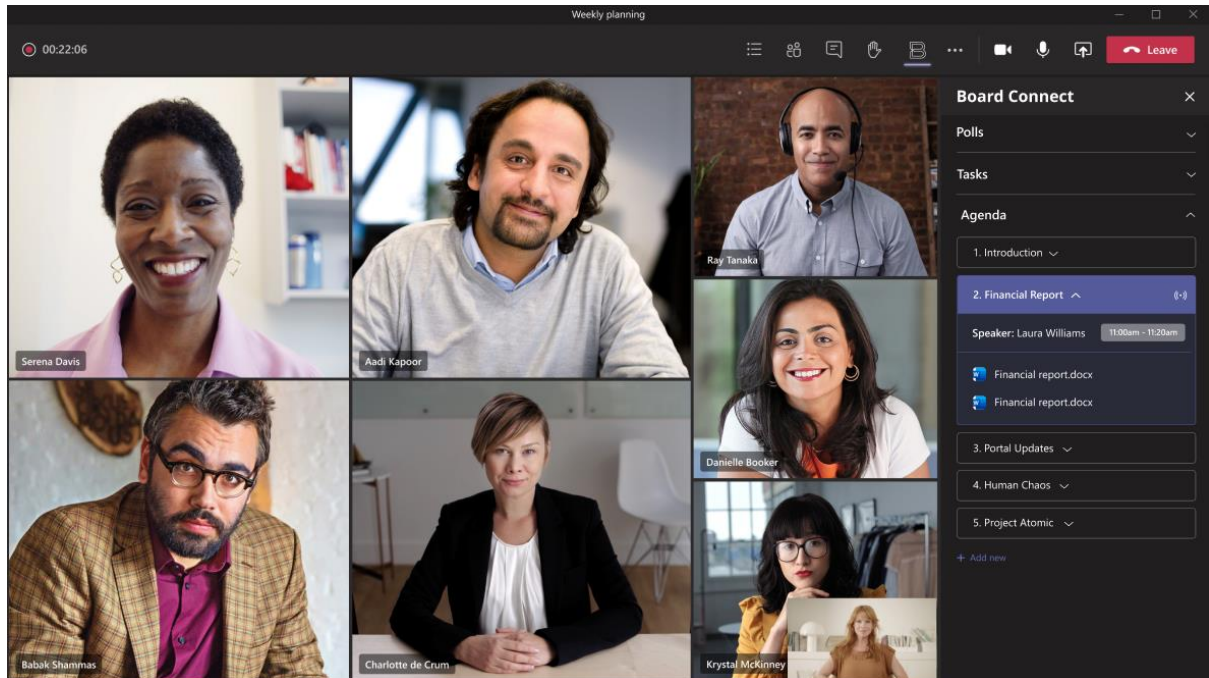
3. Open the Board Connect folder and you will see a sub-folder for each meeting from which you have created a private copy of a document (the folder name will be the title of the meeting).
4. Open the meeting folder that correlates with the private copy you would like to open.
5. Click the name of the document to open it.

My files > Board Connect > Q1 Review 2021

	 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	Conditions of meeting.docx	28 minutes ago	James Di Blasi E ²	300 KB	Private

4 In meeting experience

The 'In meeting' experience, adds the Board Connect application to the meeting itself by default. This experience helps organisations bridge the gap between compliance of using the board software, and the meeting itself.

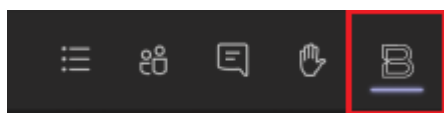


Note: For the 'In Meeting' experience to work, the meeting *must* be created from within the Board Connect teams' application first.

4.1 Accessing the Board Connect in meeting experience

Once you've joined your meeting and you would like to access board connect from within the application itself, please follow these steps.

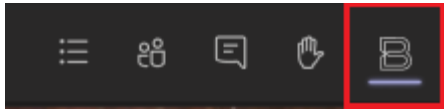
1. On the top right-hand side of the teams meeting call click the Board Connect icon.
 - a. If you don't see this icon added to your meeting it's either because your administrator has disabled the in-meeting experience, or the meeting was not created through Board Connect



4.2 Creating tasks in the In Meeting experience

To create a task or action from the In Meeting experience please follow these steps

1. On the top right-hand side of the teams meeting call click the Board Connect icon.



2. Click the Tasks heading



5 Voting

In many meetings, key decisions are voted on and agreed by the collective attendees. The voting capability of Board Connect helps organisations to provide a simple, secure and compliant way of capturing and tallying votes in key decision scenarios.

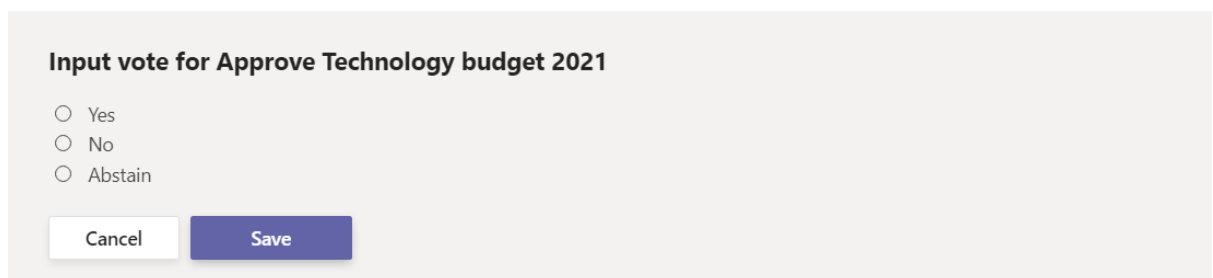
5.1 Submitting your vote

When a vote or poll has been created, the creator of the vote may assign you a request to respond. Any requests that have been assigned to you can be found on the Board Connect landing page, under My Actions. To respond to a poll or vote, follow these steps:

1. Open Board Connect in the relevant Microsoft Team.
2. At the top of the landing page, you will see the My Actions panel.
3. Click the Vote now button on the relevant item.



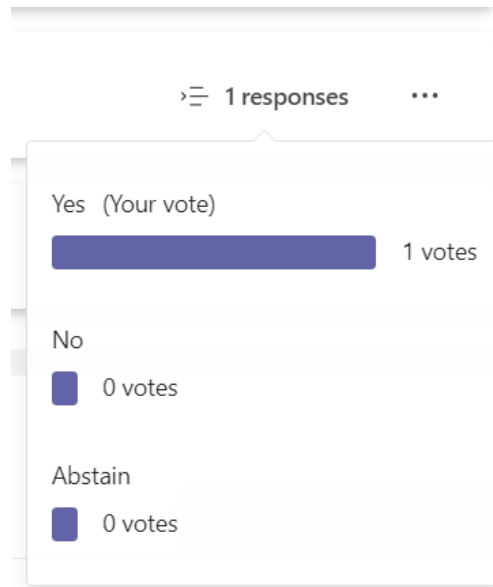
4. A dialog box will appear with a list of available selections for the vote. Select your decision and click Save to submit your vote.



In some scenarios, the vote author may set a time limit for how long team members have to submit their vote. Once the allotted voting period has elapsed, the poll will no longer display the Vote now button. You can click on the title of a vote to view details, including the end time.

5.2 Viewing results

Once you have voted, you can view the live results of the vote by clicking on the title of the vote to open the vote details, or by hovering over or clicking the responses tally on the vote card.



5.3 Changing your vote

While the poll remains open, respondents can change their vote. To change your vote, follow these steps:

1. In the My Actions panel, find the vote card for which you are changing your vote.
2. Click to open the ellipsis menu (...) on the right-hand side of the vote card.
3. From the menu select Change vote.



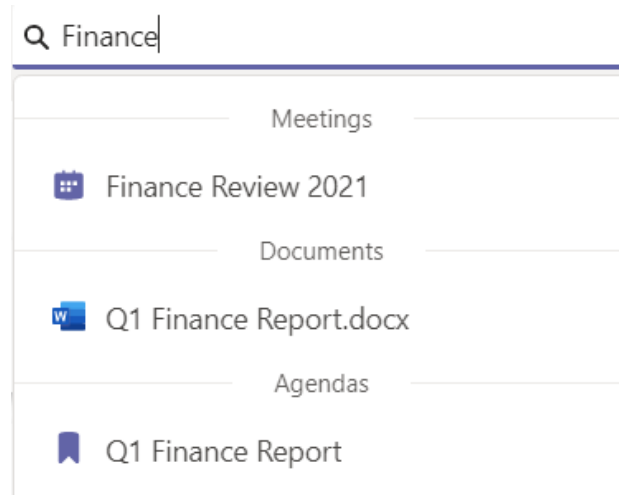
4. The voting dialog box will appear; change your vote and click Save to submit your revised vote.

6 Searching

Searching is an integral part of any good software. Board Connect provides an easy way to search for meetings, agenda items and documents that are contained within each of your board instances.

To search for a meeting, document or agenda item in Board Connect, follow these steps:

1. Open any Board Connect page.
2. In the top right-hand side of the page, you will see a search box.
3. Begin typing a search term for the item you would like to find. The instant search drop-down will show any matching items, categorised into sections for meetings, documents and agenda items.



4. Click on an item to open it.


7 Reviewing all Board Papers for upcoming meetings

Board Connect provides users a quick and easy way to view all the board papers / documents associated to each of the meetings they are an attendee of.



Reading list

[Upcoming](#) [Past](#) [Go back](#)


2022 Start of year meeting

Name	Modified	Modified By	Associated agenda item
 Finance Report 2021.docx	10 minutes ago	James Di Blasi E ²	...

January Board Meeting 2022


Name	Modified	Modified By	Associated agenda item
 Compliance Report.docx	a minute ago	James Di Blasi E ²	...
 IT Strategy.docx	a minute ago	James Di Blasi E ²	2022 IT Strategy

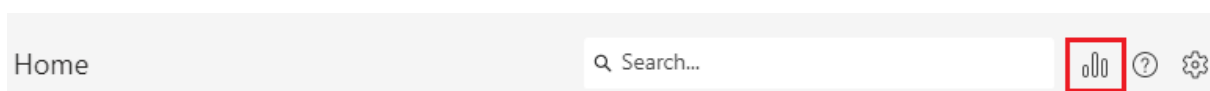
February Board Meeting 2022

Name	Modified	Modified By	Associated agenda item
 Marketing Strategy 202...	a few seconds ago	James Di Blasi E ²	...

Board Connect Reading List

To access the Board Connect reading list please follow these steps:

1. Open Board Connect in the relevant Microsoft Team.
2. On the landing page, on the top right-hand side, you'll see the Reading list icon as shown below. Click the icon ()



3. This will take you to the reading list page.