



**Board Connect**

Getting Started

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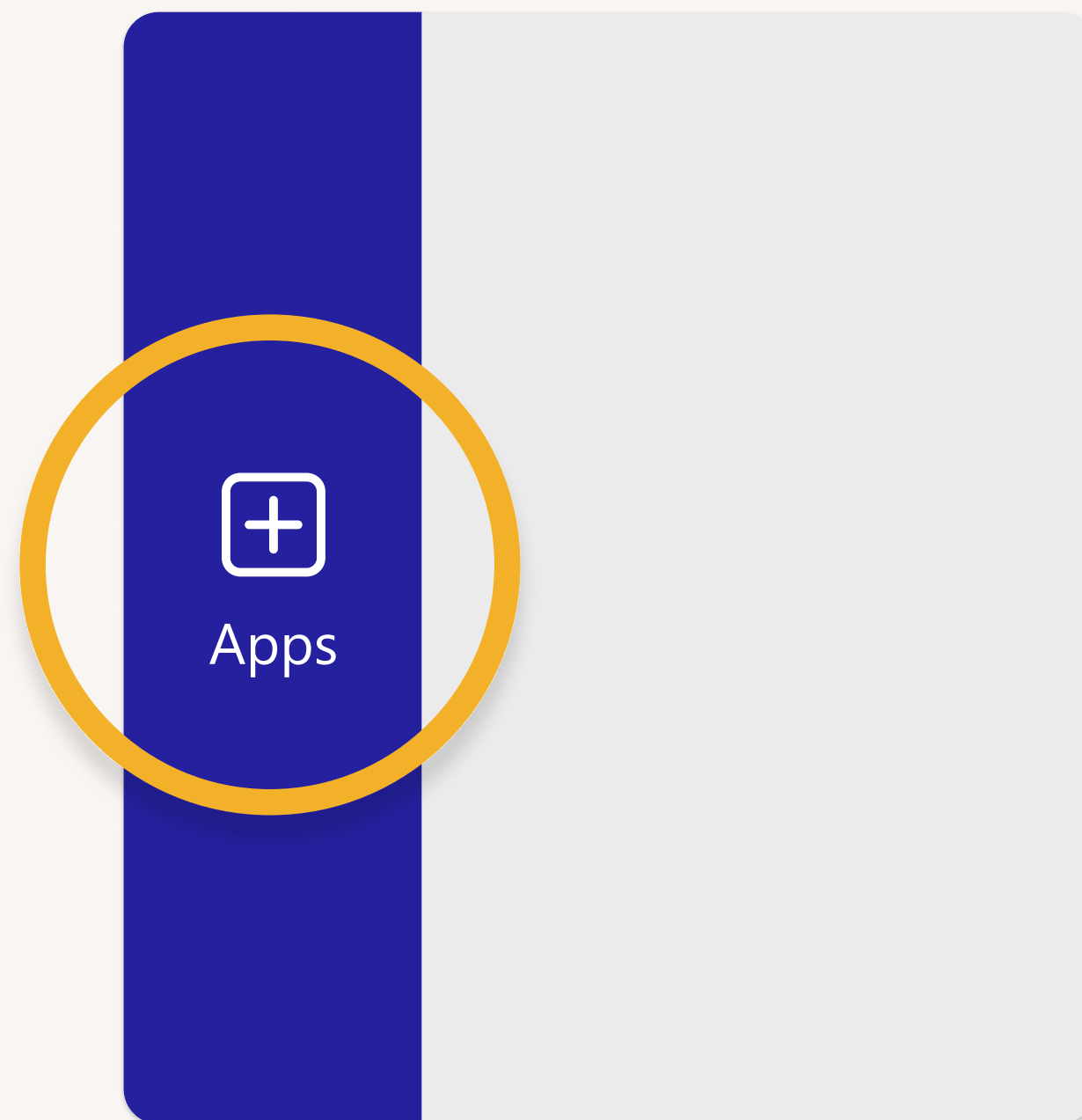
Step 10: Adding initial settings

Installing Board Connect, is an easy few step process.

**Before beginning, please make sure that the account logged in to install Board Connect both has a Microsoft 365 license, as well as Microsoft 365 Global Administrator rights to your tenancy.**

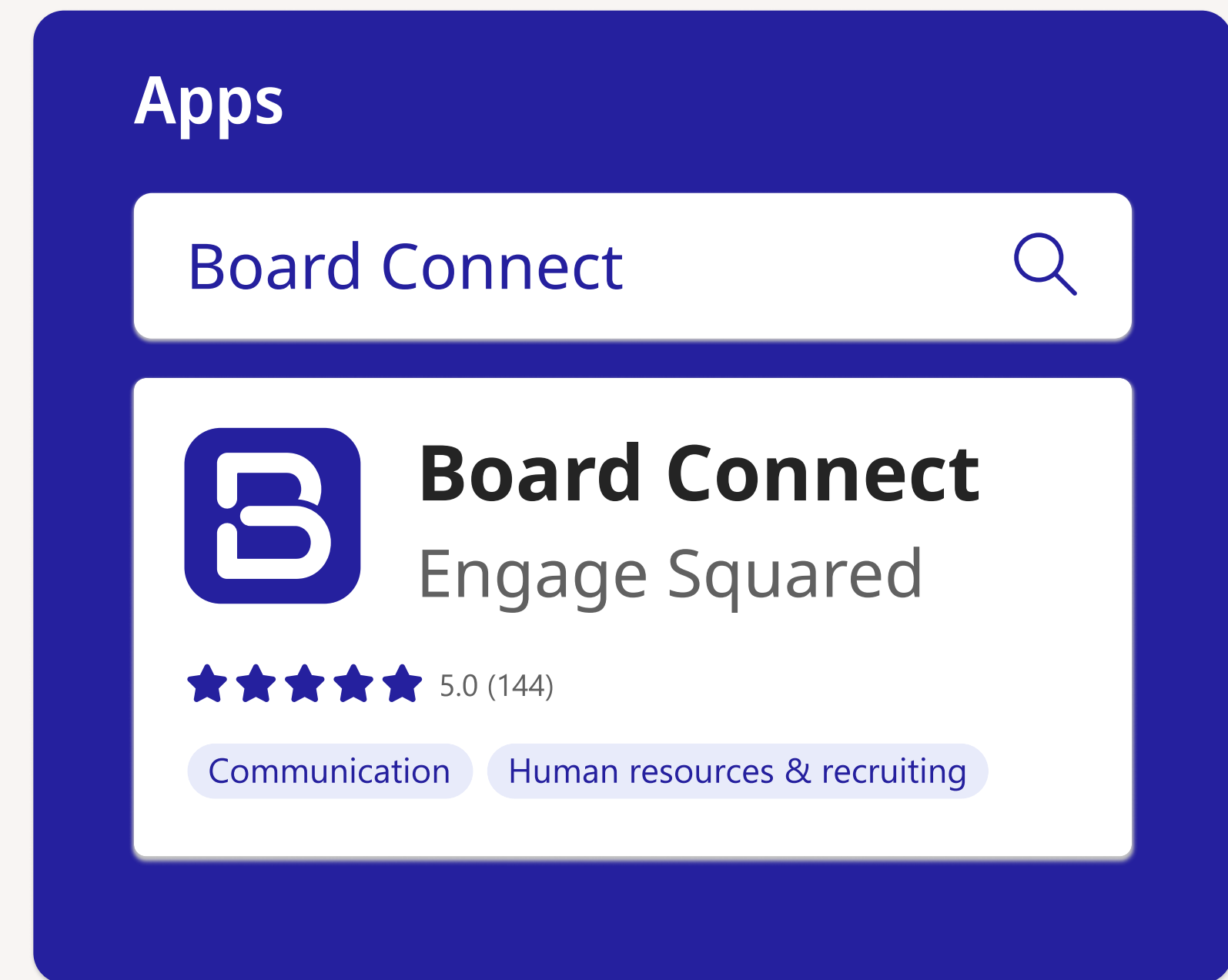
## Step 1

To get started from Microsoft Teams, click **Apps** on the left hand side.



## Step 2

Search for **Board Connect** which will search the Microsoft teams application store for Board Connect.



### Step 3

Click **Add to a team**. This will add the Board Connect solution to your team.



A dark blue rounded rectangular button with the text "Add to a team" in white. A yellow mouse cursor is pointing at the bottom right corner of the button.

### Step 4

Select your team you would like to add the Board Connect application as a tab to and click the **Set up a tab** button.



A dark blue rounded rectangular panel containing a white search input field. The input field has the placeholder text "Team or channel name" and a magnifying glass icon on the right side. Above the input field is a white square icon with a dark blue letter "B".

## Step 5

Once you've selected a team to install board connect into you will be requested key details such your name, email, and organisation details to get started with your **30 day free trial**.

### Get started

## Step 6

Select your data centre location – currently, we only have Australian Data centres activated for **trial licenses**. This setting can be changed later. Once your data centre is selected, click **Save**.

### Select Data Centre Location



## Step 7

The final step of the process is to grant admin consent to the board connect application to operate.

Please check out our [System Architecture Design](#) to learn more about how we secure and ensure the privacy of your data.



## Step 8

Once ready, click **Yes, grant admin consent and install.**

**Yes, grant admin consent and install**



## Step 9

In order for Board Connect to operate, a global administrator must click the **Accept button**.

Permission requested  
Review for your organisation

Accept

## Step 10

Add the initial settings including board administrator, board members and a short description.

### Initial Settings

Board Administrator

Board Members

Short Description

Save



# Board Connect

Do board meetings the smart way, using Microsoft Teams & Board Connect.

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