LiveTiles Reach

Microsoft Teams App Installation Guide

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Content

1   Introduction

LiveTiles Reach can be easily integrated into the Microsoft Teams environment. Through this integration, LiveTiles Reach and Microsoft Teams form a single entity that is easy and intuitive to use. Especially if your organization makes extensive use of Microsoft Teams for productivity and collaboration, you can save your employees the hassle of switching between multiple platforms and ensure that your users do not miss important information from corporate communications.

2   Add LiveTiles Reach to Microsoft Teams

Easily integrate LiveTiles Reach with Microsoft Teams by downloading it from the Microsoft Teams App Store or uploading it as a custom app. With the latter, you also have the option of implementing your own branding (your own name and logo). To do this, Microsoft Teams allows you to upload an app package in zip file format, which provides you with LiveTiles Reach. Contact your Customer Success Manager to obtain the app package.

Add LiveTiles Reach App from the Team App Store:

1.   navigate to **Apps** in the Microsoft Teams Client
2.   search for **Reach**
3.   select **Add for me**
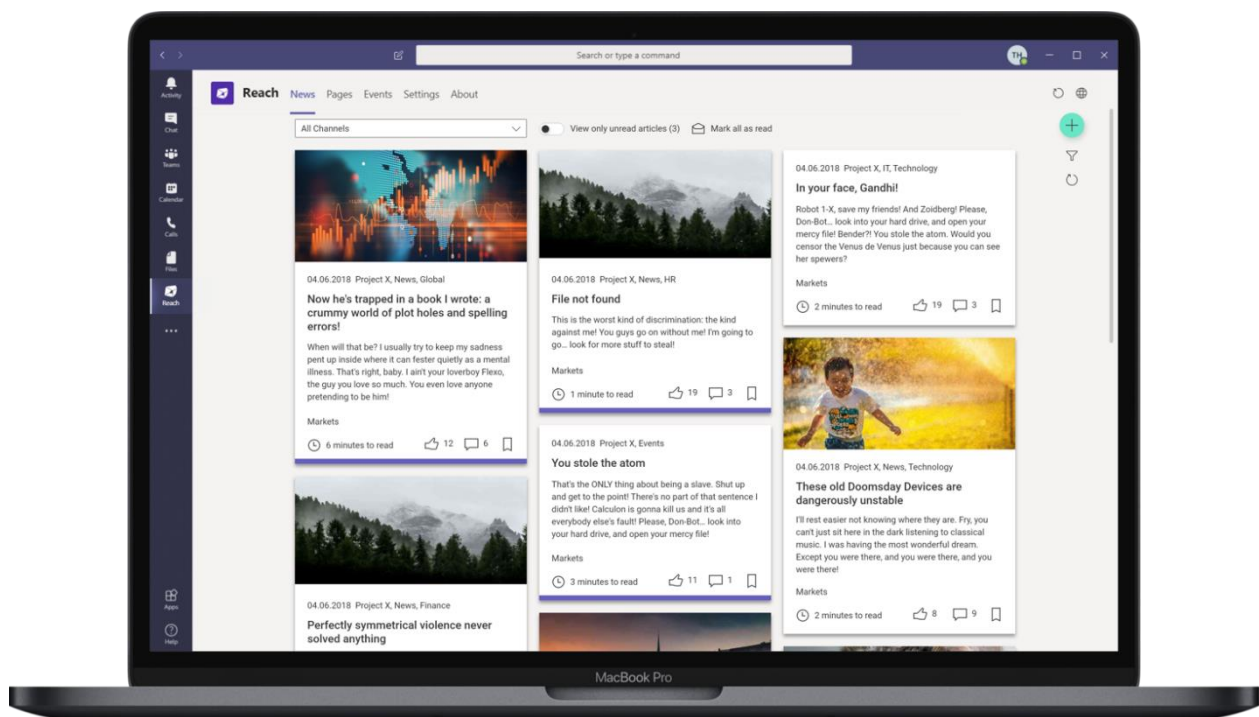
Add LiveTiles Reach Custom App:

1.   navigate in the Microsoft Teams Client to **.../Other Apps**
2.   select **Upload Custom App**
3.   a dialog for uploading a new custom app will open
4.   Select the app package you received from LiveTiles and upload it.

Once you have successfully uploaded the file, LiveTiles Reach will be available within Microsoft teams.

2.1   Log into LiveTiles Reach for the first time

The first time users access LiveTiles Reach via Microsoft Teams, they will be prompted to log in to the app using their credentials. After that, they will have access to the full range of features including news, posts, pages and events in their Microsoft Teams client. You will go through the following points the first time you log in:

1. Click **Consent** to agree to use LiveTiles Reach with your user account

2. Log in with the same user you use to log in to Microsoft Teams.

3. Click **Accept** to accept the permissions required by LiveTiles Reach on your Microsoft 365 Tenant

4. If you already have a LiveTiles Reach subscription, you will be automatically connected to it.

5. If you do not already have a LiveTiles Reach Subscription, you can create your own subscription free of charge by clicking **Create your own subscription**. (Note: the free subscription may be used for trial purposes and can be converted to a paid subscription for productive use at any time. Up to 20 users, LiveTiles Reach remains free for productive use).

6. click **Create** to create your own LiveTiles Reach subscription. After a few seconds, if successful, you will see the News Overview with some demo content:

3 Make LiveTiles Reach available to all users

You can make LiveTiles Reach available to all users in your organization by publishing the app through the Microsoft Teams Admin Center. Your users can then get the app from your internal App Store, or you can set it up as a default app so that it is automatically available to all users **(the following steps are only necessary if you are using the custom app. The official app from the Team App Store is already available by default)**.

Prerequisites

- You must have either the Global Administrator or the Service Administrator team role in Microsoft 365.
- You will need the app package you received from LiveTiles.

1. Navigate to **Manage Teams-Apps Apps** in the Microsoft Teams Admin Center Alternatively, you can access Microsoft Teams from the Microsoft 365 Admin Center.

2. Click **+ Upload**.

3. A dialog for uploading a new custom app opens.

4. Select the app package you received from LiveTiles and upload it.

5. Once you have successfully uploaded the file, LiveTiles Reach will be available within Microsoft Teams.

3.1 Configure LiveTiles Reach in Microsoft Teams

You can configure the policies and settings of LiveTiles Reach. You can also set user rights and permissions, and finally pin your custom app to make it available to users.

Prerequisites

- You must have either the Global Administrator or the Service Administrator team role in Microsoft 365.
- You will need the app package you received from LiveTiles **(only if you do not want to use the official app from the Teams App store)**.

It may take more than 24 hours for the changes made to be applied to Microsoft Teams.

3.2   Configuring user permissions

You can specify which users in Microsoft Teams can access LiveTiles Reach.

1. In the Microsoft Teams Admin Center, navigate to **Teams apps > Setup policies**.
2. In the **App Setup policies**, click **Manage users** to add the Microsoft users who need access to LiveTiles Reach.
3. Locate the users you want to add.
4. Click **Apply** to save the changes.

3.3   Configuring policies for setting up apps

You can use the global policy to make the app available to all Microsoft Team users or only to selected groups.

1. In the Microsoft Teams Admin Center, navigate to **Teams apps > Setup policies.**
2. In the **App Setup policies**, perform one of the following actions:

   - Click **Edit** to change the default settings.
   - Click **Add** to add a custom setting for your app.

3.4   Pin the LiveTiles Reach app

You can pin LiveTiles Reach to the left menu of Microsoft Teams to make it easily accessible to your users.

1. In the Microsoft Teams Admin Center, navigate to **Teams apps > Setup Policies**.
2. Under **Pinned apps**, click **Add Apps**.
3. In the **Add Pinned Applications** dialog box, locate LiveTiles Reach.
4. Select the LiveTiles Reach app.
5. Click **Move up** or **Move down** to change the position of the app until it is in the desired position in the order of the apps.
6. click **Save**. You have successfully configured LiveTiles Reach for use within Microsoft teams.

3.5 LiveTiles Reach in the Microsoft Teams Mobile app

The LiveTiles Reach Teams app can also be used in the Microsoft Teams Mobile app. However, make sure that **Developer Preview** is enabled in the Microsoft Teams Mobile app. Otherwise, the LiveTiles Reach Teams app may not be displayed.