

KAKAPO

SYSTEMS

UNITY FOR MICROSOFT TEAMS

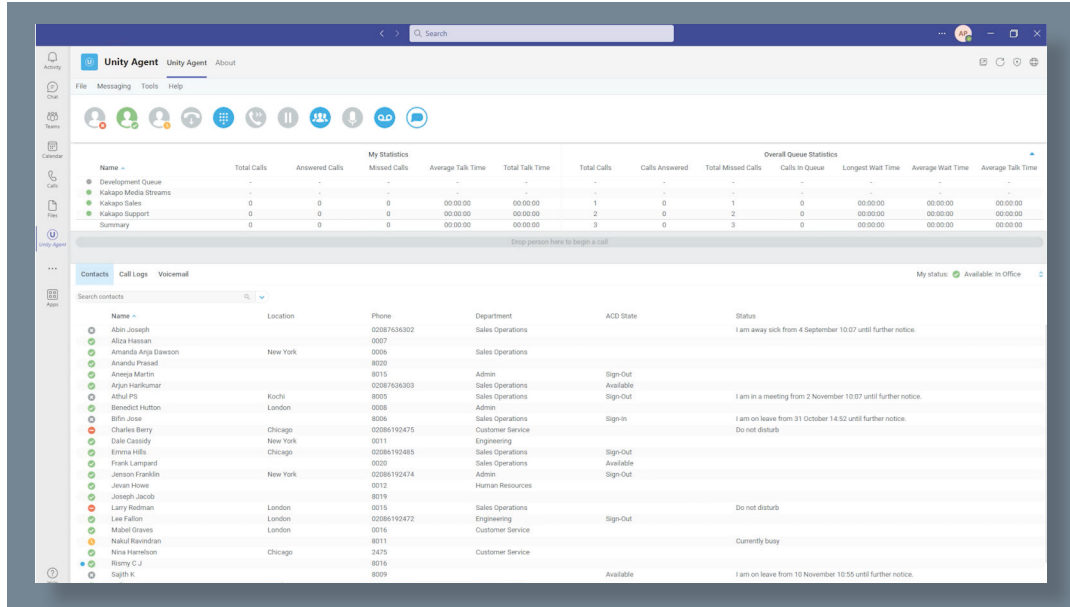
Installation Guide

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1 UNITY FOR MICROSOFT TEAMS

Unity for Teams allows users to access the Unity Agent, Unity Supervisor and Unity Desktop web applications from inside their Microsoft Teams interface.



1.1 PRE-APPROVED INSTALLATION METHOD

Please note: For this option to be available, Unity applications require approval from an organizations Global Microsoft Teams Administrator, or for the Administrator to directly upload the application to Microsoft Teams themselves for organizational use.

Installing Unity Applications from within Microsoft Teams: This method of installation involves navigating to the **Built for your org** section within the Microsoft Teams interface. Users can add pre-approved applications without needing to manually download and add the Unity Applications. For more information on this process, see **Section 4**.

1.2 FIRST TIME INSTALLATION METHODS

Submitting an Application for your Organization: This method involves downloading the required Unity Applications via URL link in their web browser. Users can then follow the application upload steps and choose the option to **Submit an application for approval by your org**. This then requires approval by the organizations Microsoft Teams administrator, after which, the Unity application will be available to all users within the organization within the **Built for your org** section.

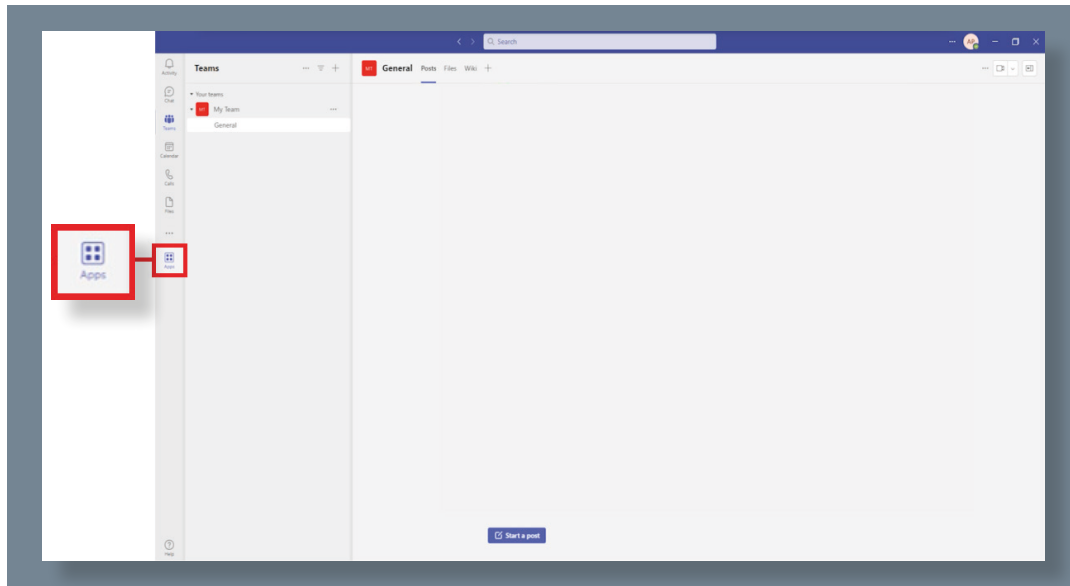
Uploading an Application to your Organizations App Catalog: This method can be completed by the organizations Global Microsoft Teams Administrator. The process involves downloading the Unity .zip folders via URL link in their web browser, and following the steps to upload an application to Microsoft Teams. The user will then select the option to **Upload an application to your organizations app catalog**, which will make the application available for the organizations users in the **Built for your org** section.

2 ACCESSING APPLICATIONS WITHIN MICROSOFT TEAMS

Microsoft Teams contains a dedicated section for the management of third-party applications within the Teams interface. Users are required to go through the applications page for each of the installation methods.

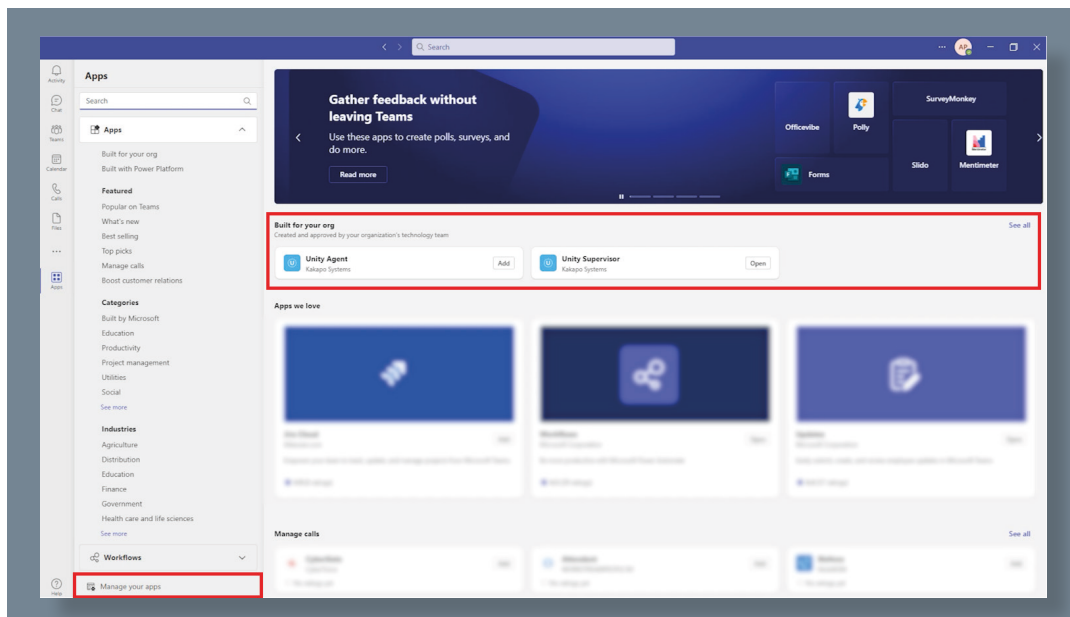
To access the Microsoft Teams applications interface:

- Click on the **Apps** icon on the left side of the Microsoft Teams interface.



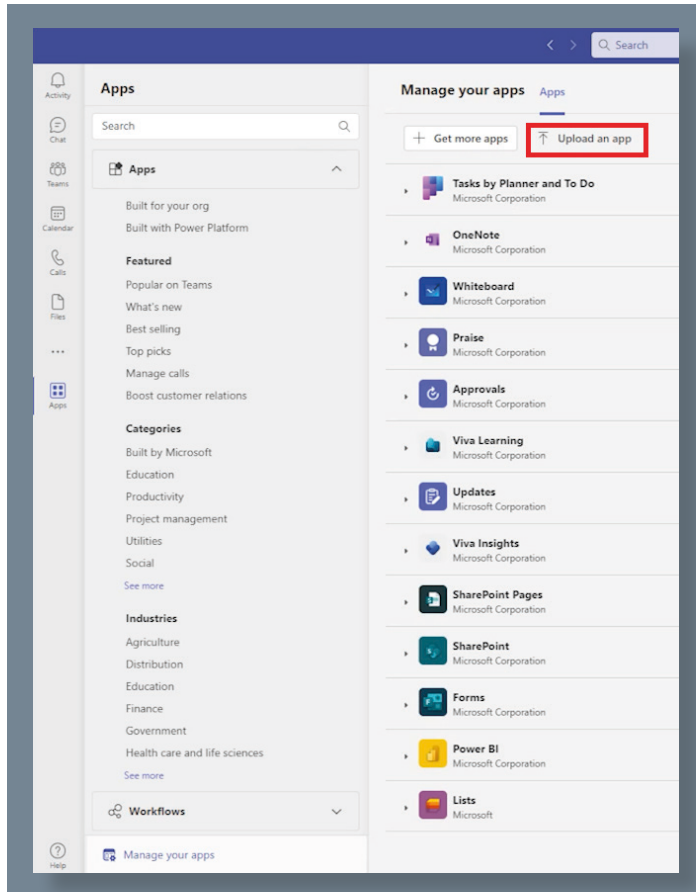
2.1 THE APPLICATIONS PAGE

The applications page allows users to view, add and upload/submit new applications for organizational use.



Built For Your Org: This section enables users to add (install) applications that have been approved for use for their organization. This requires submitting an application for approval by the organizations Microsoft Teams Global Administrator. For more information on approving an application for your organization, **see section 5.1**.

Manage Your Apps: This button will enable the application management panel. From here, users can click to upload an application for completing first time installation steps.



3 INSTALLING FROM WITHIN MICROSOFT TEAMS

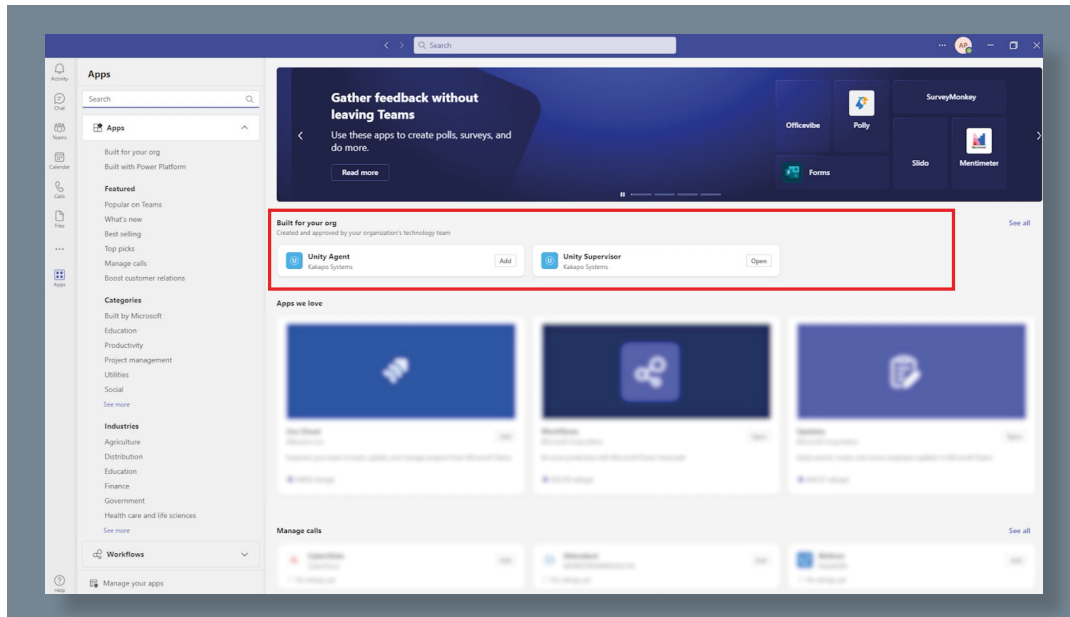
Please note: To install Unity Applications from within Microsoft Teams, they must first have been approved for use by the organizations. This requires the organizations Microsoft Teams Global Administrator to either:

- Manually download Unity application .zip folders, and upload them to Microsoft Teams themselves, using the option to **Upload an application for your org**;
- Approve an application that has been submitted for approval by another user within the organization, this can be done within the Microsoft Teams Administration Center.

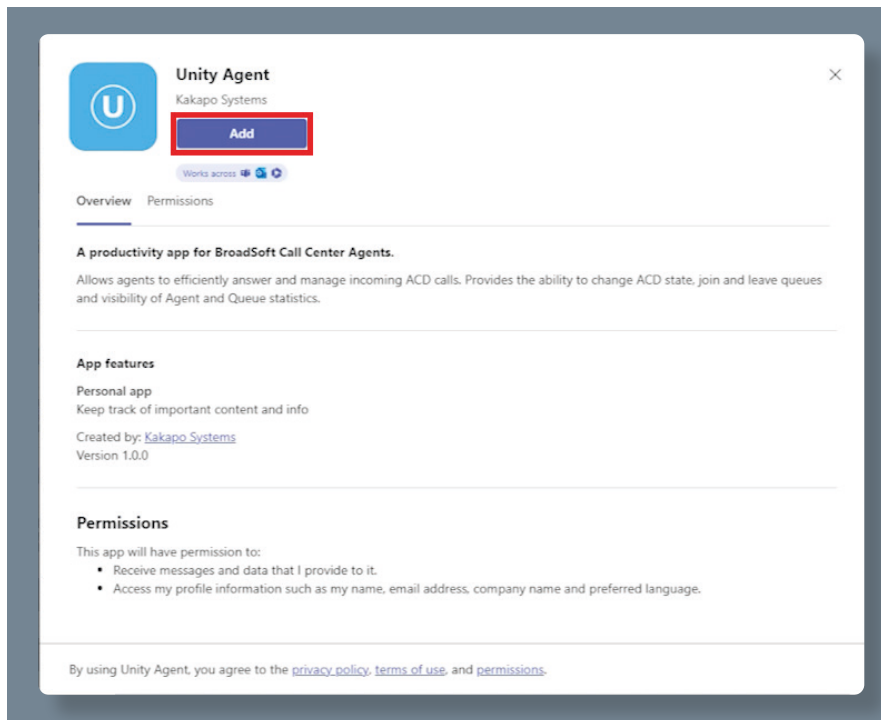
Installing Unity Applications from within Microsoft Teams lets user install the applications from within the **Applications** page of Microsoft Teams.

The steps for Installing Unity Applications from the **Built for your org** section are as follows:

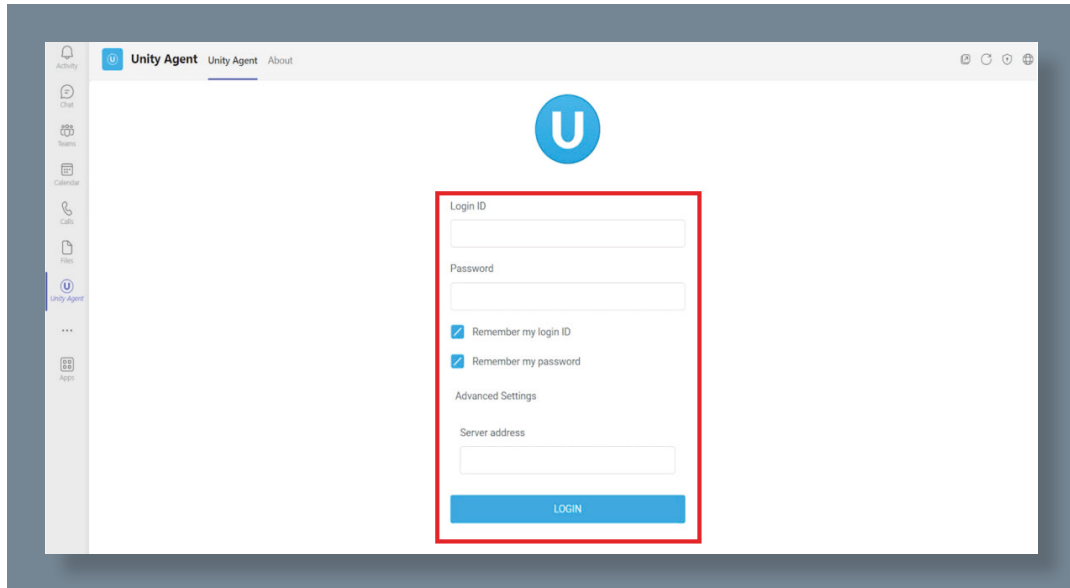
- Navigate to the **Built for your org** section, pictured below, and clicking **Add** on the required Unity application.



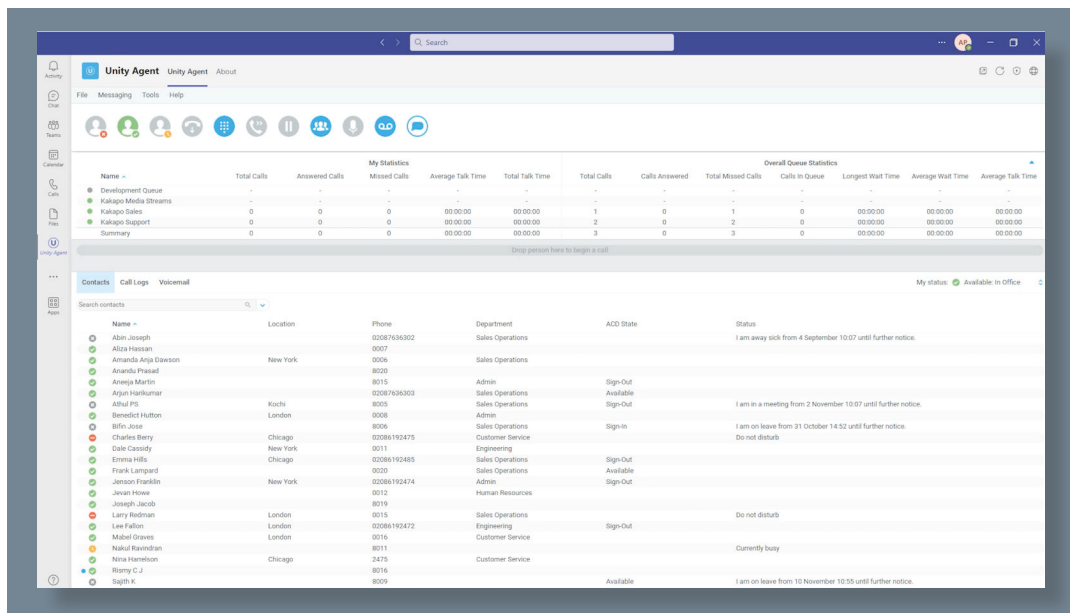
- After reviewing and ensuring the correct Unity Application has been chosen, click **Add**.



- Unity will then load within Microsoft Teams and request login credentials from the user.



- After entering credentials, the user should be fully logged into Unity from within their Microsoft Teams client.



4 DOWNLOADING UNITY .ZIP FOLDERS

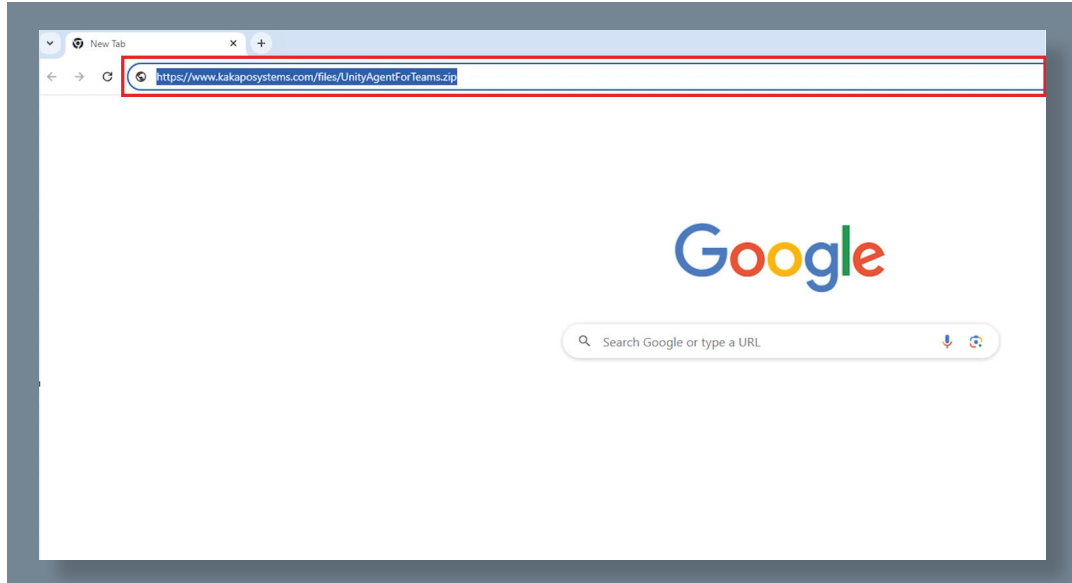
For first time installation of Unity application. Users are required to download the application .zip folders from the following URLs:

- Unity Agent: <https://www.kakaposystems.com/files/UnityAgentForTeams.zip>
- Unity Supervisor: <https://www.kakaposystems.com/files/UnitySupervisorForTeams.zip>
- Unity Desktop: <https://www.kakaposystems.com/files/UnityDesktopForTeams.zip>

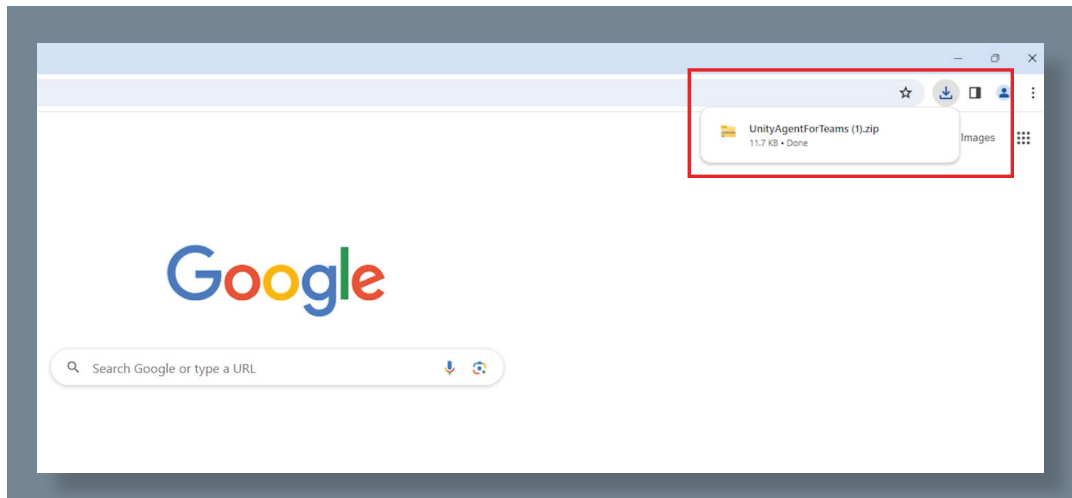
4.1 DOWNLOADING UNITY APPLICATIONS VIA WEB BROWSER

To download the Unity Application .zip folders:

- Open your Web Browser (Google Chrome, Microsoft Edge, Firefox, etc) and go to the address bar and type in the link to the desired Unity application.



- This should automatically begin the download of the Unity .zip folder.

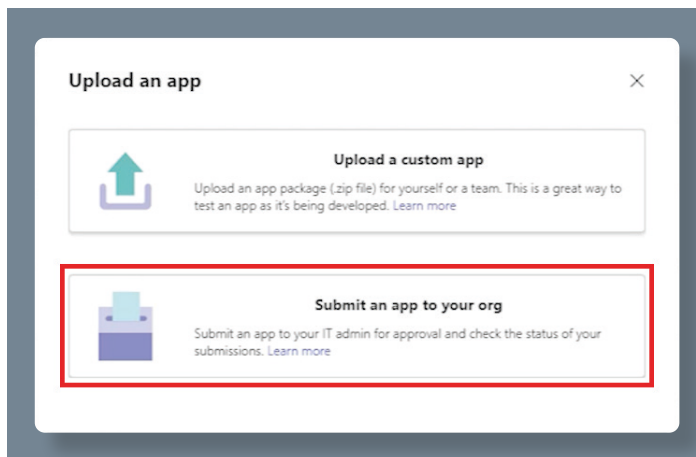


Please note: By default the Unity .zip folders will be stored in the downloads folder.

5 SUBMITTING AN APP FOR APPROVAL BY YOUR ORGANIZATION

Please note: This process does not initially require an organizations Global Microsoft Teams Administrator, however they will be required to approve the application in the Microsoft Teams Admin Center.

Unity Applications can be uploaded to Microsoft Teams with the option to **Submit and app to your org**. The process sends an approval request to the organizations Microsoft Teams Global Administrator.

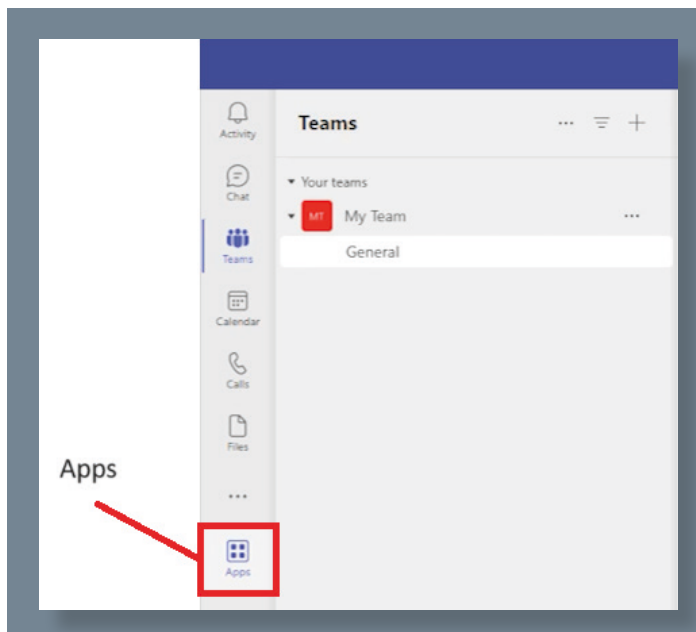


After approving the Unity application, it will appear in the organizations **Built for your org** section of the applications page on Microsoft Teams.

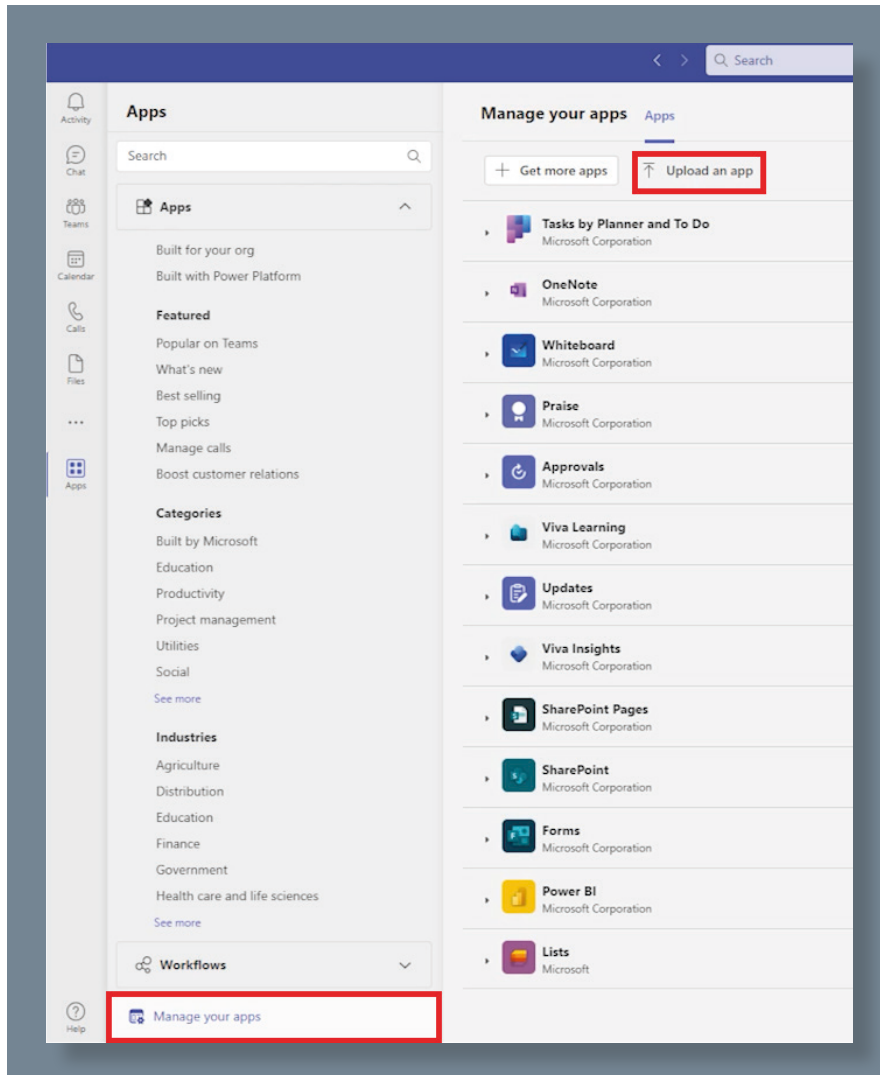
5.1 HOW TO SUBMIT AN APPLICATION FOR YOUR ORGANIZATION

To submit an application for approval by your organization:

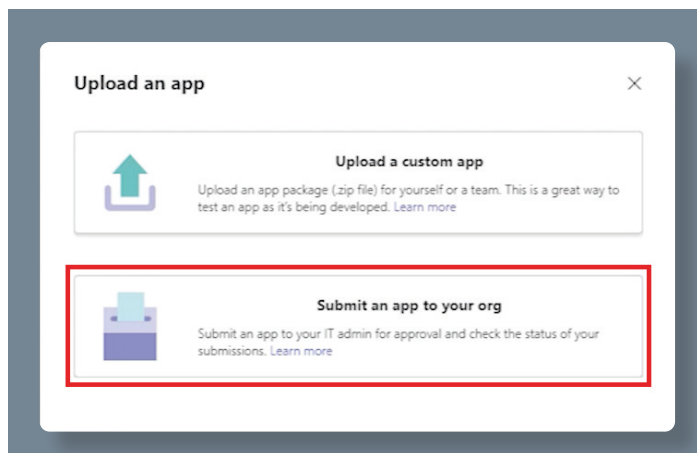
- Go to the **Apps** page within Microsoft Teams.



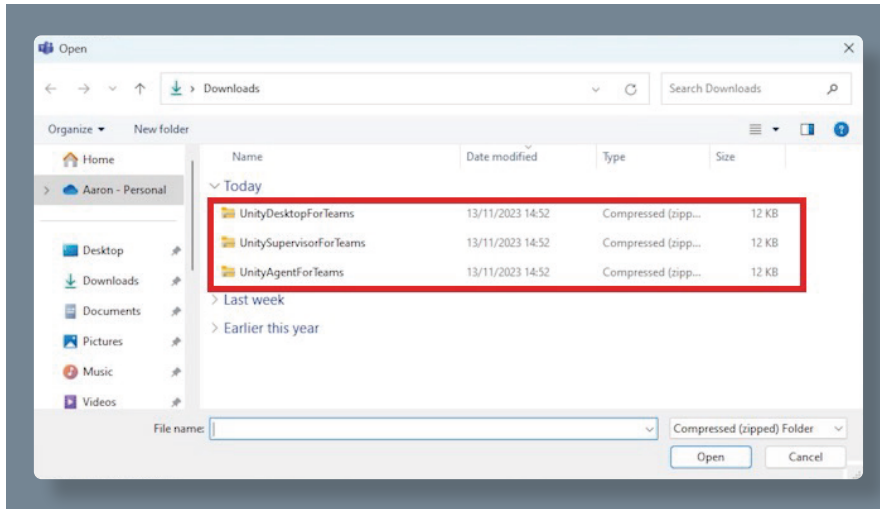
- Click on **Manage your apps** at the bottom of the screen.



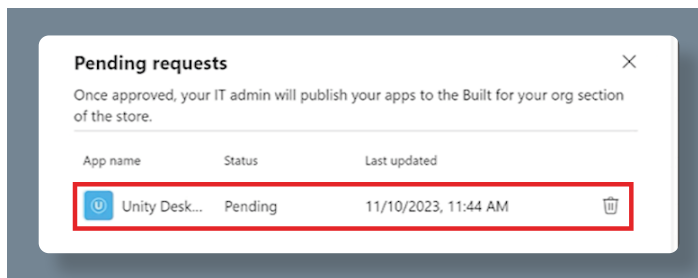
- Click on **Upload an app**.
- From the choices provided, choose **Submit and app for your org**.



- Selecting this will automatically open the downloads folder on your device. Double-click the required Unity .zip folder. Please note: The process is the same for each of the Unity for Teams applications, so the same steps apply.



- After selecting the required Unity .zip folder, users will be prompted in Microsoft Teams with a panel displaying the pending submission request and its approval status.



- Once approved, users can follow **section 3** to install Unity Applications for their Microsoft Teams.

5.2 APPROVING PENDING APPLICATION REQUESTS AS THE MICROSOFT TEAMS GLOBAL ADMINISTRATOR

Approval of pending application requests can be completed by the global administrator from the Microsoft Teams Admin Center.

- The Teams Admin Center App Management Page can be accessed by the global administrator within the app management section of Microsoft Teams, for more information on how to locate this section, please see: <https://learn.microsoft.com/en-us/microsoftteams/manage-apps>
- For further instructions on how to approve applications, refer to the following guidance: <https://learn.microsoft.com/en-us/microsoftteams/submit-approve-custom-apps#approve-the-submitted-app>

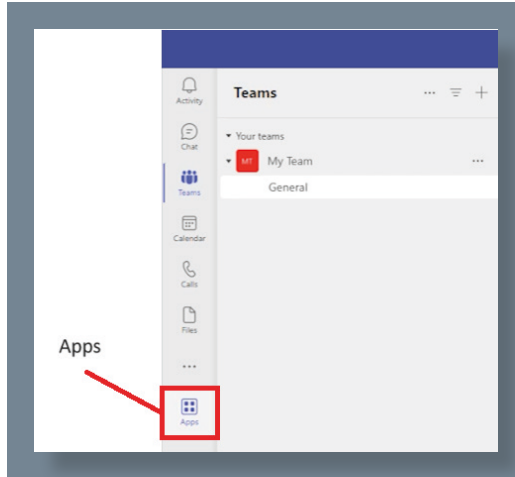
6 UPLOADING AN APPLICATION TO YOUR ORGANIZATIONS APP CATALOG

An organizations Microsoft Teams Global Administrator is capable of uploading an application directly themselves into Microsoft Teams. This enables the application to immediately be available in the **Built for your org** section and subsequently does not require administrator approval.

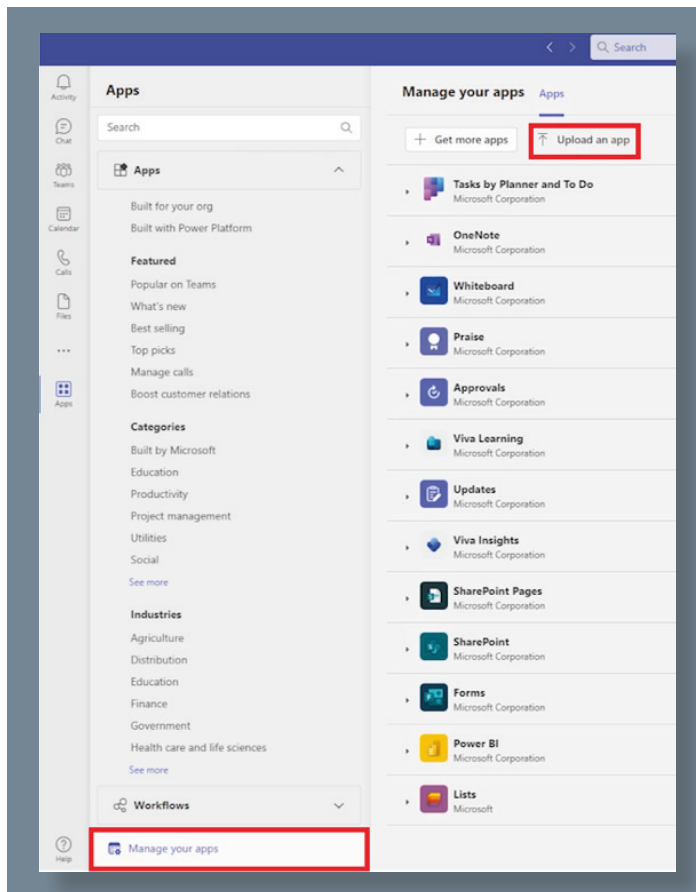
Please note: This option is only available on the Microsoft Teams account of the Global Administrator and those with permissions granted.

To upload an application to your organizations app catalog:

- Go to the **Apps** page within Microsoft Teams.

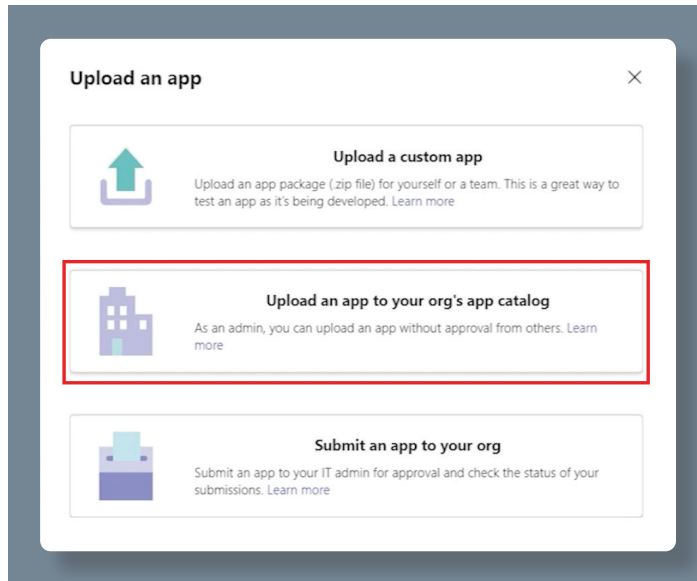


- Click on **Manage your apps** at the bottom of the screen.

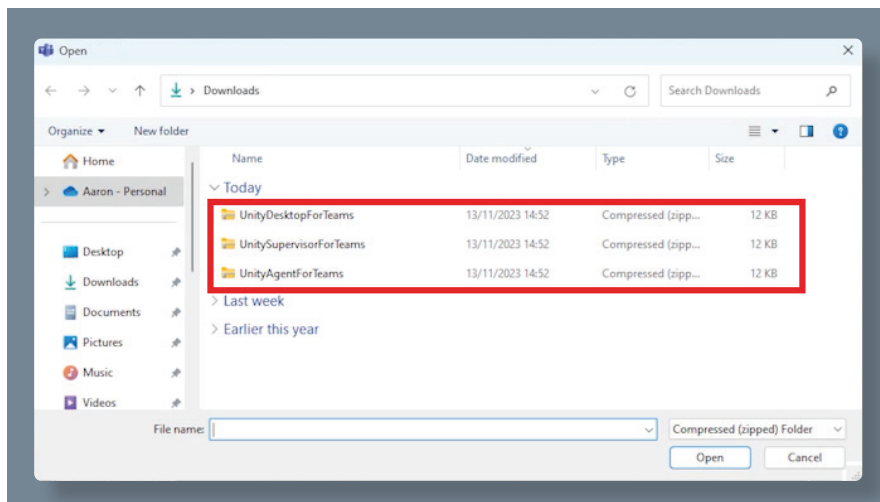


- Click on **Upload an app**.

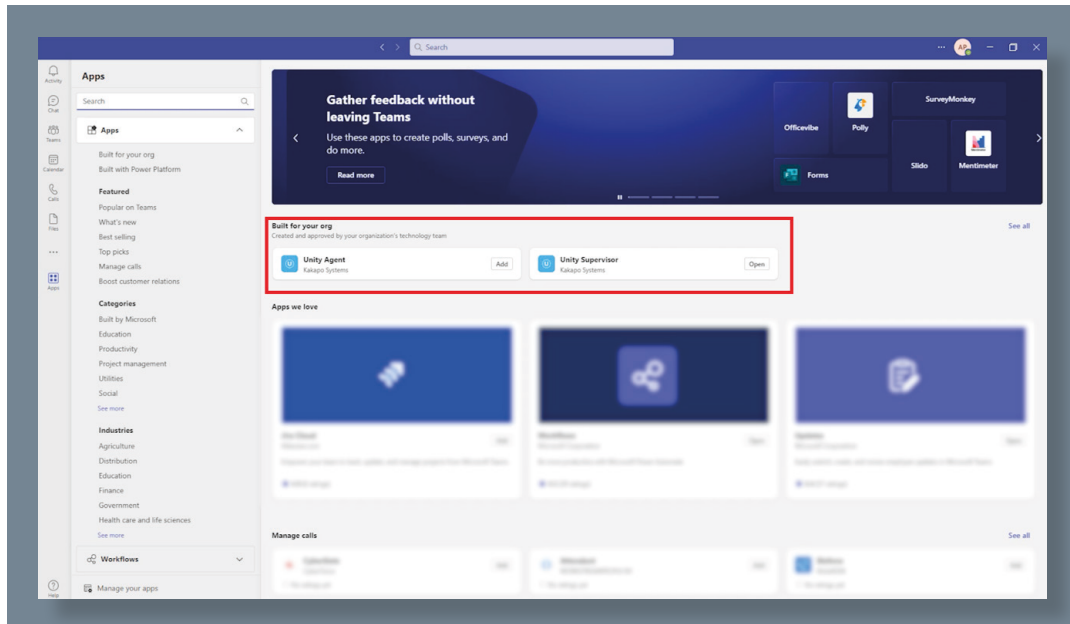
- From the choices provided, choose **Upload and app to your org's catalog**.



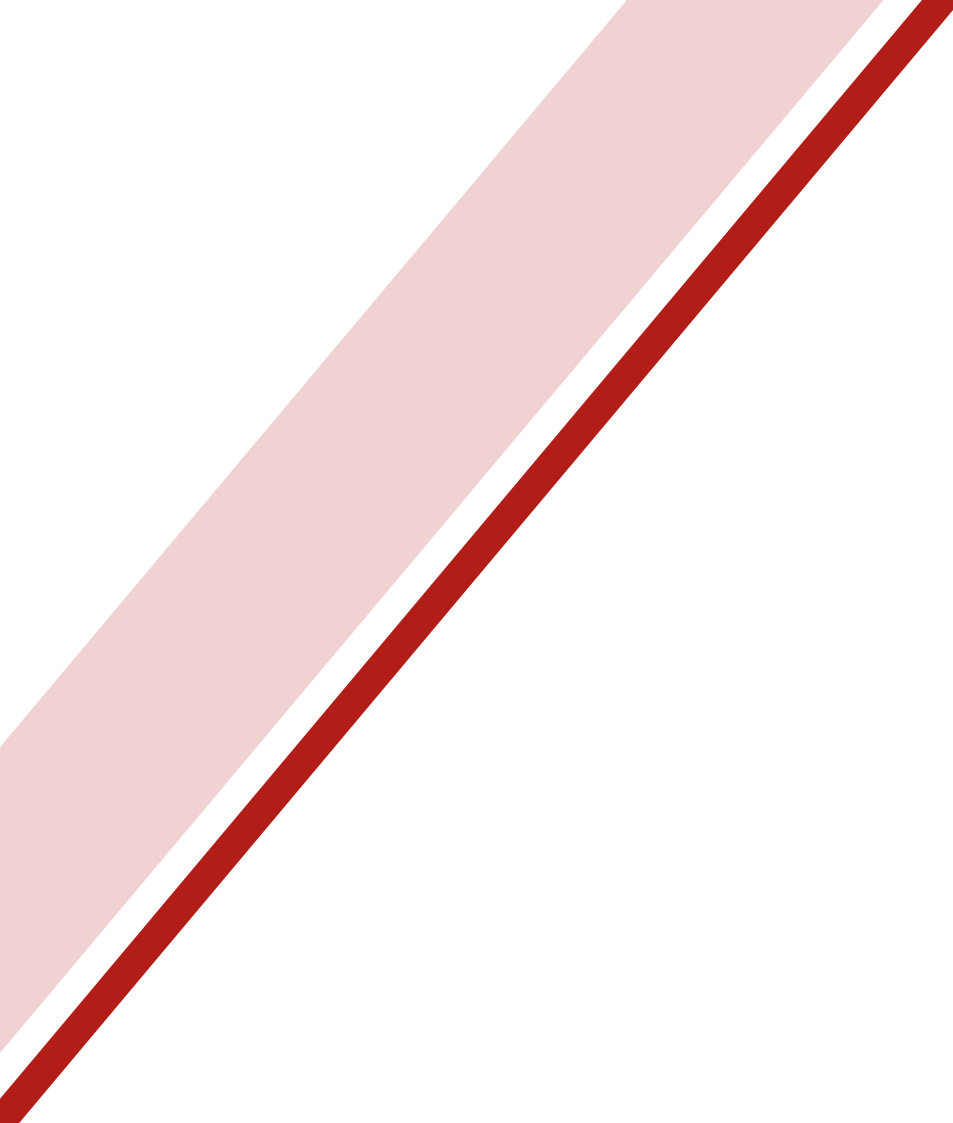
- Selecting this will automatically open the downloads folder on your device. Double-click the required Unity .zip folder.



- Once uploaded the Unity application should be visible for all users from the organization within the **Built for your org** section in Microsoft Teams.



- Users can then follow **section 3** to install Unity applications for their Microsoft Teams. Please note: It may be required for users to sign out and back into their Microsoft Teams account to see updates to the **Built for your org** section.



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T +44 (0)207 084 6845

E tellmemore@kakaposystems.com

W www.kakaposystems.com

International House | 36-38 Cornhill | London | EC3V 3NG

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