

## Add Vocean to Teams

1. Start Teams.
2. Go to any location in Teams where you want to add Vocean.
  - Vocean can be added to chats, group chats, channels, meetings, and meeting bookings.
  - Vocean can be added to any number of places you want.
3. Click the plus button.

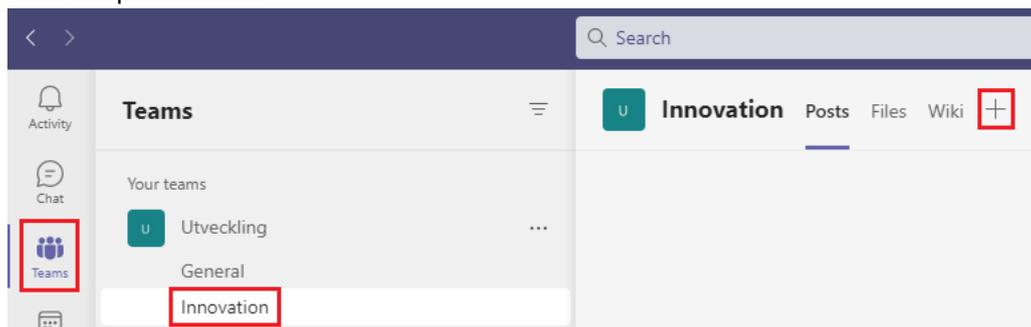


Image: Example showing the plus button in a channel called "Innovation".

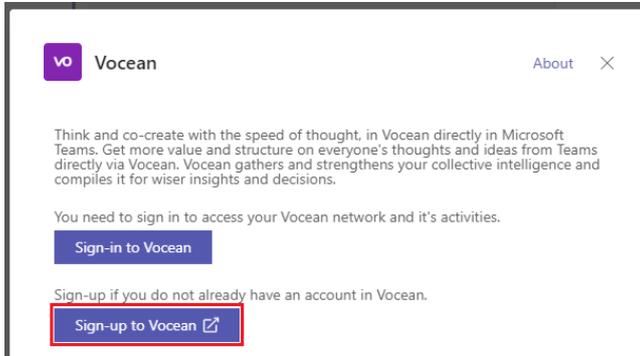
4. Search for Vocean and click the Vocean app in the search results.



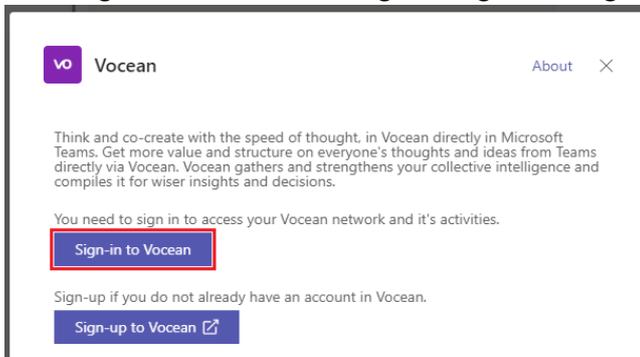
**NOTE:** If you can't find the Vocean app, it may be due to limitations in your organization's IT policy. Then talk to your IT administrator.

## Set up Vocean in Teams

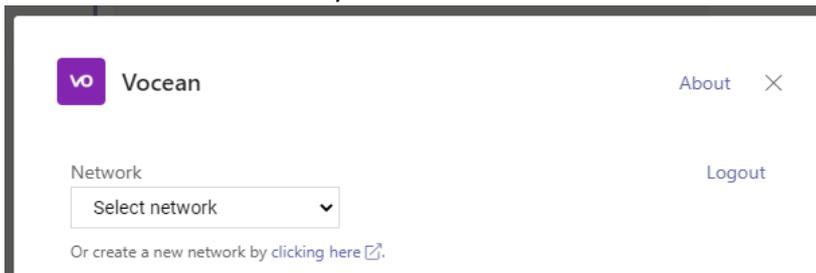
5. If you already have a Vocean account go on to step 6.  
Don't have a Vocean account? Then click "Register on Vocean". You will be taken to a new tab in the browser. Register a new Vocean account, and then go back to Teams.



6. Click "Sign in to Vocean" and log in using the dialog that appears.



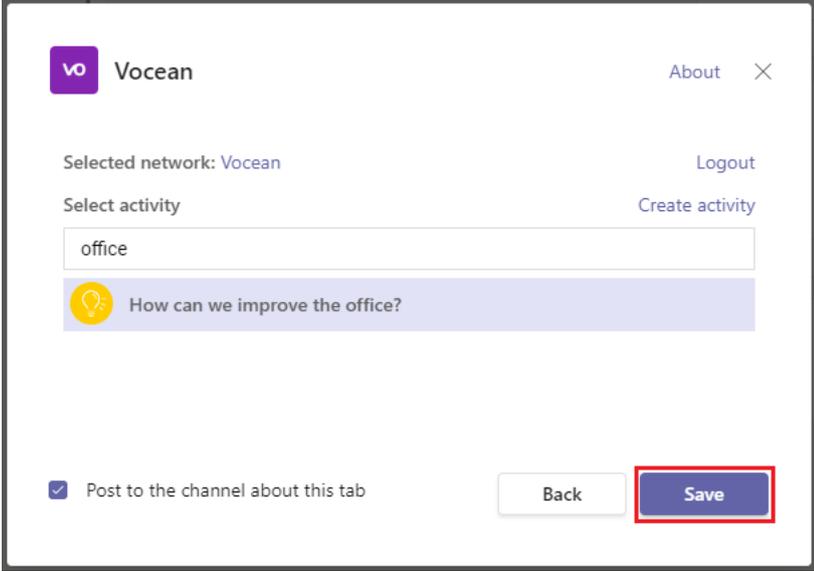
7. Select a Vocean network. If you don't have a network yet, click the network creation link, which opens a new window in the browser where you can create a new network. Then return to Teams and select your new network.



**NOTE:** After you create a new network and return to Teams, you may need to reload the

page for the new network to appear in the list of networks. Reload by for example clicking "Back" and then adding the Vocean app again.

8. Select the Vocean activity that you want to add to Teams and click "Save."
  - Either you create a new activity by clicking "Create Activity".
  - Or, select an existing activity from the list if you have any.



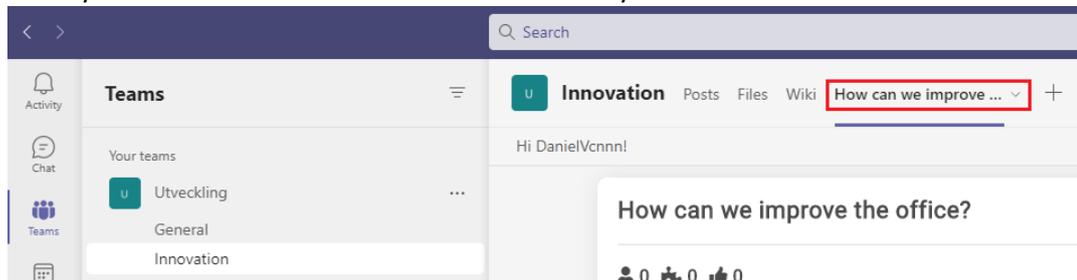
The screenshot shows the Vocean app interface. At the top left is the Vocean logo (a purple square with 'vo' in white) and the text 'Vocean'. To the right are links for 'About' and a close icon 'X'. Below this, it says 'Selected network: Vocean' with a 'Logout' link to the right. Underneath is the section 'Select activity' with a 'Create activity' link to the right. A search input field contains the text 'office'. Below the search field is a suggestion card with a lightbulb icon and the text 'How can we improve the office?'. At the bottom left, there is a checked checkbox labeled 'Post to the channel about this tab'. At the bottom right, there are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red rectangular border.

**NOTE:** If you have the "Post to the channel about this tab" box checked, a chat message will be posted to the channel informing everyone that Vocean has been added.

The Vocean activity is now added to Teams.

## Using Vocean in Teams

9. The Vocean activity is available through a Teams tab. Here can you as a leader facilitate the activity and others can see the results of the activity here.



10. To allow others to join the activity, click "Activate participation in Teams."



11. Click "Teams Participants", and then click "Share in chat".



**NOTE:** Below the "Share in chat" button, you can choose to allow premium only.

- If checked:** Only those who are Premium members of your network can participate. You first need to have added those who will participate as Premium members to your network. It can be done via [Vocean on the web](#) which is outside the scope of this guide.
  - If not checked:** Anyone can join who has access to the Teams chat where you share the activity. Note that when other than Premium members participate, contributions are deducted from your network contribution pot. You therefore need to make sure that your contribution pot is not empty. You can refill the pot via [Vocean on the web](#) which is outside the scope of this guide. Trial accounts start with 50 free contributions to get started.
12. A message is shared in the chat where participants can click to join the activity.

