

Installation instructions “Betriebsrat360”

Five steps to using the Works Council360 (Betriebsrat360) app.

The aim of the instructions is to install the app in your environment and set authorizations correctly so that only your works council members can work with it. The authorizations are mapped using groups (consisting of works council members) which are explicitly authorized to access the app and are therefore not visible to all other employees. This may require permission policies and/or setup policies.

Please note that there may be slight differences depending on the version of the admin center.

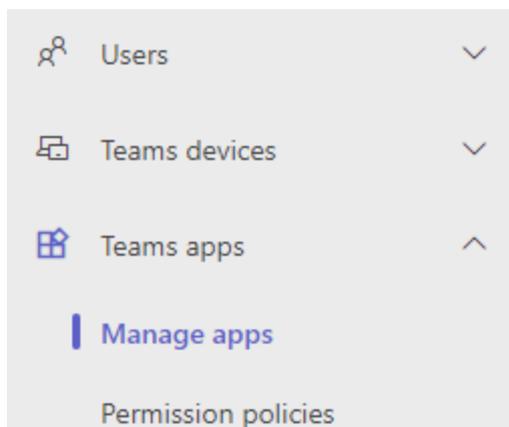
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1. Log in to the admin center

Open Teams admin center and log in with an administrator account

2. Open the correct tab

Open the “Teams apps” tab and open the “Manage apps” item



3. Enable the app (not necessary if external apps are enabled)

Search for the app “Betriebsrat360” and click on “allow” if it is blocked. If the app is not blocked, you can go to the next step.

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Manage apps Actions ▾

Control which apps are available to install for people in your organization by allowing and blocking apps. You can also upload, approve, and publish custom apps made specifically for your organization to the app store. After managing apps on this page, use an app setup policy to pre-install apps for your users. [Learn more about managing apps.](#)

Pending approval

0 Submitted custom apps 0 Updated custom apps

Featured app App details

Ideas - Employee ideas

Drive engagement effortlessly with this publisher-attested agent, simplifying idea sharing and team collaboration.

🔔 The app management experience has been redesigned! It's time to migrate your app permission policies. A step-by-step wizard will assist in updating your app availability. **Note: You can save your progress, but migration can only be completed one time.** [Learn more about the new app management experience and the time it takes for admin actions to take effect.](#) Get started

All apps All subscriptions

Browse by: Everything ▾

Allow
 Block
 Add to team
 Customize
 3 items
 Betriebsrat360

✓	Name	Supported on	App status	Certification	Publisher	Publishing status	Requests by users	Licenses
<input checked="" type="checkbox"/>	 Betriebsrat360 Der digitale 360° Assistent		Blocked	Publisher attested	ifb GmbH und Co. KG	--	0	--

✔ App status was changed.

Betriebsrat360

ifb GmbH und Co. KG



Supported on ⓘ



Status ⓘ

Allowed

Publisher attested

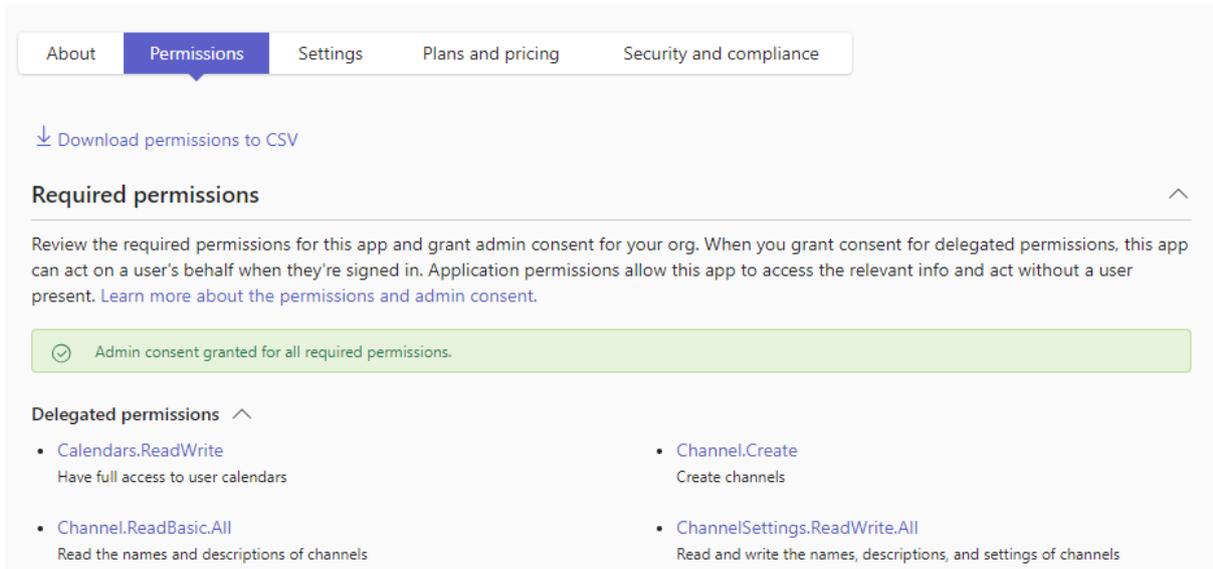
Version
1.0.0

By using this app, you and your users agree to the [Privacy policy](#) and [Terms of use](#).

4. Assign the required rights

In the Permissions tab, check whether "Admin consent" has been given and the app is therefore authorized. It should look like this after approval:

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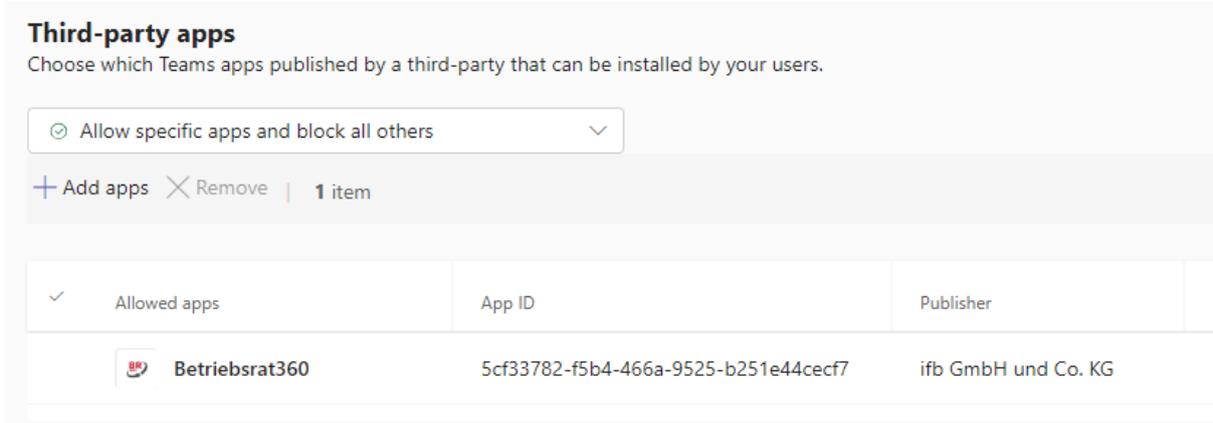


The screenshot shows the 'Permissions' tab in the Microsoft Teams admin center. At the top, there are navigation tabs: 'About', 'Permissions' (selected), 'Settings', 'Plans and pricing', and 'Security and compliance'. Below the tabs, there is a link 'Download permissions to CSV'. The main section is titled 'Required permissions' and contains a message: 'Review the required permissions for this app and grant admin consent for your org. When you grant consent for delegated permissions, this app can act on a user's behalf when they're signed in. Application permissions allow this app to access the relevant info and act without a user present. Learn more about the permissions and admin consent.' Below this message is a green notification box with a checkmark icon and the text 'Admin consent granted for all required permissions.' Underneath, there is a section for 'Delegated permissions' with a list of permissions:

- Calendars.ReadWrite**: Have full access to user calendars
- Channel.Create**: Create channels
- Channel.ReadBasic.All**: Read the names and descriptions of channels
- ChannelSettings.ReadWrite.All**: Read and write the names, descriptions, and settings of channels

Optional:

If you had to explicitly release the app, it is necessary to configure the permission policies at this point. The aim is for users to be able to open the app in Teams. This is achieved by selecting the setting “allow specific apps and block all others”. The aim of the permission policy is to authorize the standard team to use the app in step 5.



The screenshot shows the 'Third-party apps' settings page in the Microsoft Teams admin center. The title is 'Third-party apps' and the subtitle is 'Choose which Teams apps published by a third-party that can be installed by your users.' Below the subtitle, there is a dropdown menu with the selected option 'Allow specific apps and block all others'. Underneath, there are buttons for '+ Add apps', 'Remove', and a count '1 item'. Below this is a table with the following data:

Allowed apps	App ID	Publisher
 Betriebsrat360	5cf33782-f5b4-466a-9525-b251e44cecf7	ifb GmbH und Co. KG

If you use setup policies, please create a new policy that is identical to existing policies to pin the app to the users. You can then assign the policy to the standard team (see step 5).

5. Create a Teams team for the works council (if only IT authorized)

For the app to work, you need a Teams team that can be selected as the default team within the app. Only works council members may be added as members of this team so that only they can access the documents. If, as in most companies, the creation of teams is reserved for IT only, please create this team and add the owners (usually presumably the works council representative and deputy) and members (only the permanent works council members) in consultation with the works council committee.

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Important: To ensure that all changes are applied smoothly, we recommend logging out and back into Teams. The user should then add apps within Teams themselves via the Apps tab, if this has not already been controlled by the setup policy.