



isLucid for Microsoft Teams

Deployment guide

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1. Introduction

This document provides guidance for Microsoft 365 administrators to deploy isLucid in Microsoft Teams. This document also includes information for Teams users to get started with isLucid.

1.1 Overview of isLucid in Teams

- Transcription, tasks & meeting minutes from Microsoft Teams call. More efficient task management. isLucid makes meetings and task delegation more efficient by utilizing transcription and assisting users to capture actionable items as online meeting runs. It then seamlessly transfers these items into the tasks management tool of user choice (Microsoft Planner, Atlassian Jira, Azure DevOps, and 3000+ integrations supported via Zapier) and also provides accurate transcription of a call. Get easy-to-comprehend meeting minutes right after the call finishes, share them with external stakeholders, and have automatically created tasks for your teams to work on.
- **Key benefits:** Start or pause the transcription any time in your preferred language, mark important actionable items, get the best-in-class transcription and make task management simple and efficient. On average, Project Managers and Account Managers that use isLucid save 15 minutes per meeting for wrap-up and tasks assignment. With items automatically created in your favorite project and task management tools, there's no need to manually re-create tasks from your notes. The transcript itself is always accessible to you, in case you need more context. In the transcript, you will conveniently see what tasks were created and which meeting participants were informed. You can also easily mark new actionable items for future reference. We built isLucid with a mission to reduce the stress, that people experience due to poorly managed expectations and miscommunication. With our tool, you can spend less time on taking notes, sending wrap-up emails, and clarifying tasks. Instead, you can focus on things that bring the most value.
- **Features:**
 - Converts voice-to-text during online meetings. Provides transcription for calls in more than 20 different world languages by your choice plus ability to choose the dialects for even better accuracy.
 - Maximizes transcription accuracy with machine learning.
 - Enables marking portion of transcribed text as bookmark with one click or voice command.
 - Enables to start and pause transcription at any time with just one click.
 - Recognizes potential tasks in real-time and recommends to store as a task.
 - Identifies participants with their Azure Active Directory IDs, separates guests by the joining name and adds timestamps.
 - Integrates easily into project management software (Atlassian JIRA, Azure DevOps, Tasks by Planner and 3000+ other software via Zapier).
 - Creates meeting minutes in .docx format with participants, tasks and descriptions.
 - Enables traceability of actionable items, created during multiple meetings.
 - Allows to easily follow up on open questions from previous meetings.
 - Generates documents for future storage and traceability

2. Deployment guide for Microsoft 365 administrators

2.1 Prerequisites

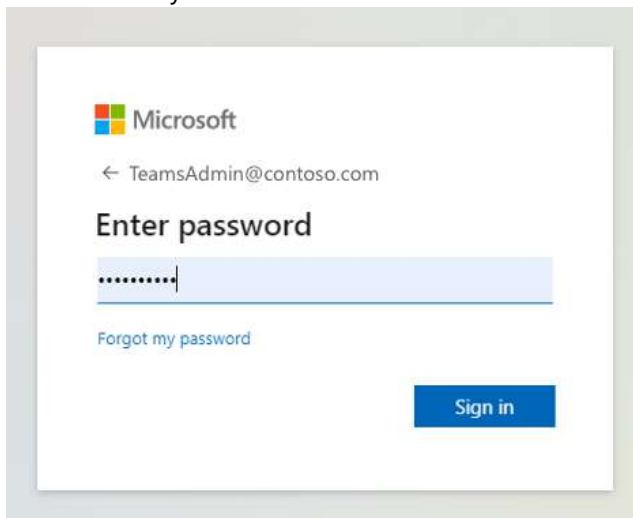
Prior to deploying isLucid in Microsoft Teams, ensure that you have:

- An active Microsoft 365 subscription
- Access to a Microsoft 365 administrator account
- Activated Microsoft Teams for your organization
- An active isLucid subscription

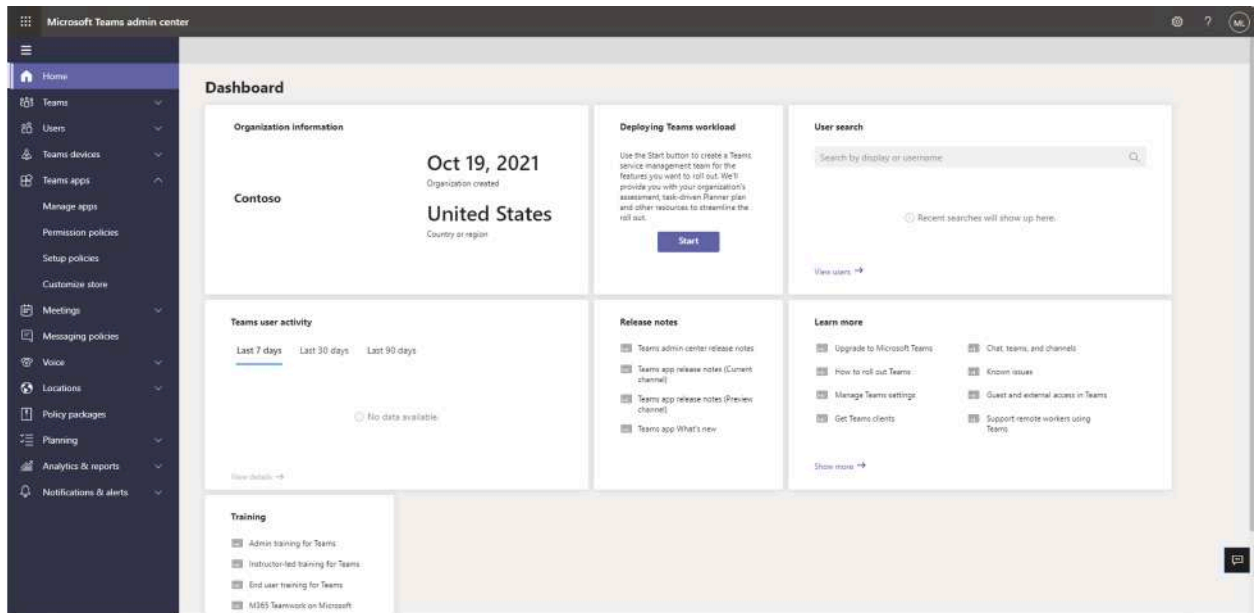
2.2 Sign into the Microsoft Teams admin center

2.2.1 Navigate to <https://admin.teams.microsoft.com/>

2.2.2 Enter your administrator credentials

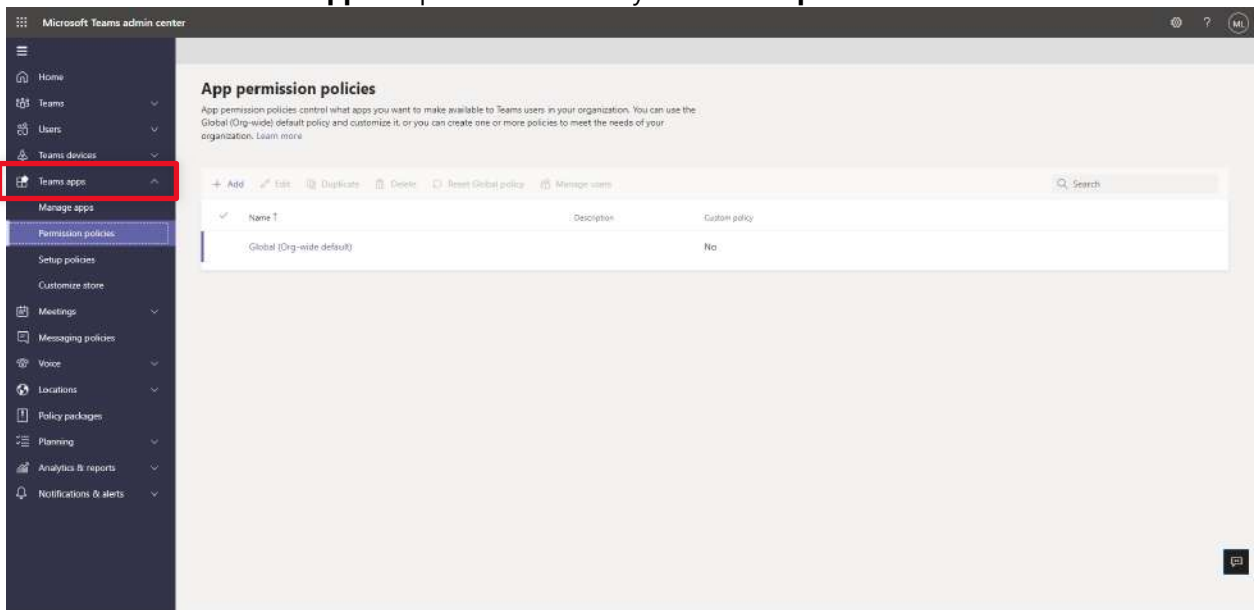


2.2.3 Access the Teams admin center dashboard.

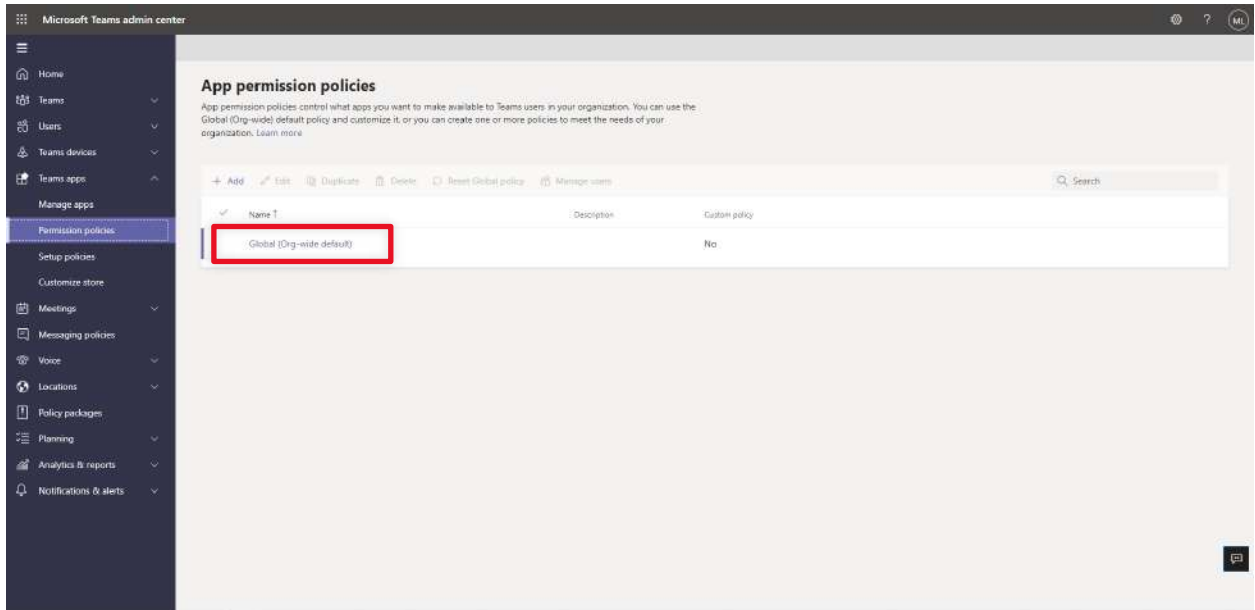


2.3 Set Global (org-wide) app permission policies

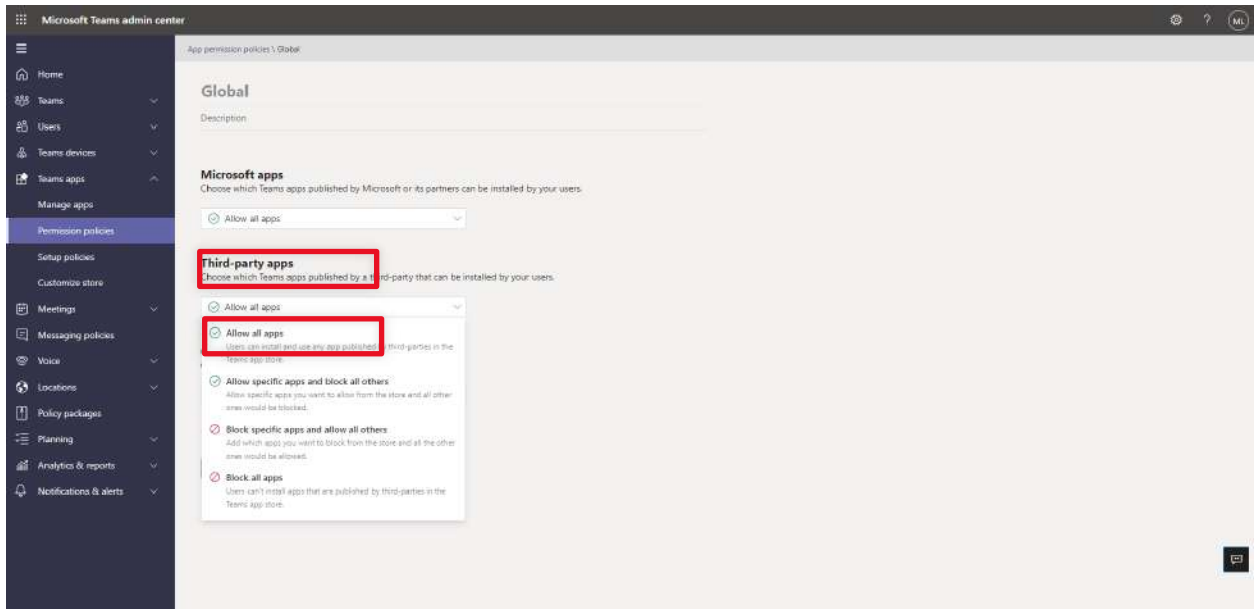
2.3.1 Select the **Teams apps** dropdown followed by **Permission policies**.



2.3.2 Click on **Global (Org-wide default)**

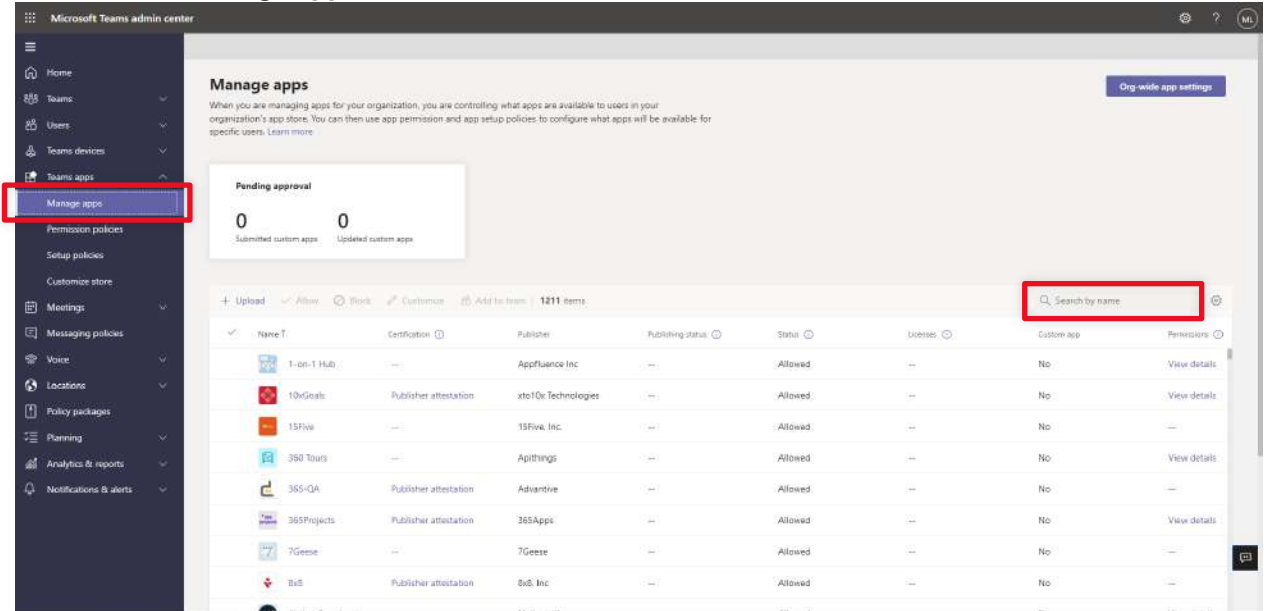


2.3.3 Under **Third-party apps**, ensure that **Allow all apps** is selected. Or, choose **Allow specific apps and block others** and search for isLucid to add it to the list of approved apps.

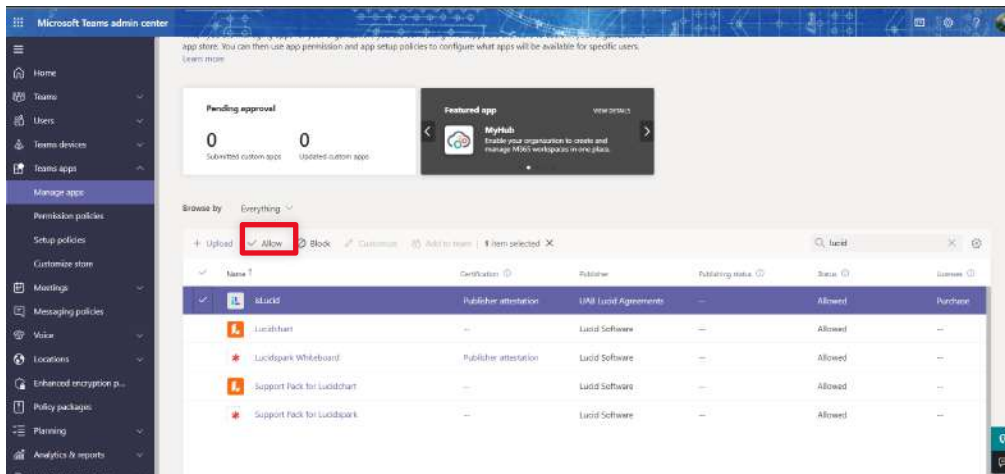


2.4 Activate isLucid in Teams

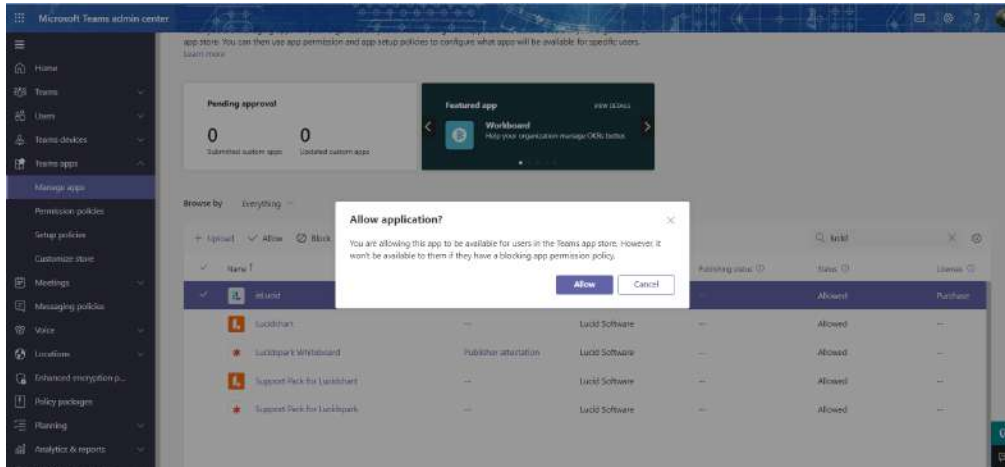
2.4.1 Select **Manage apps** and search for isLucid



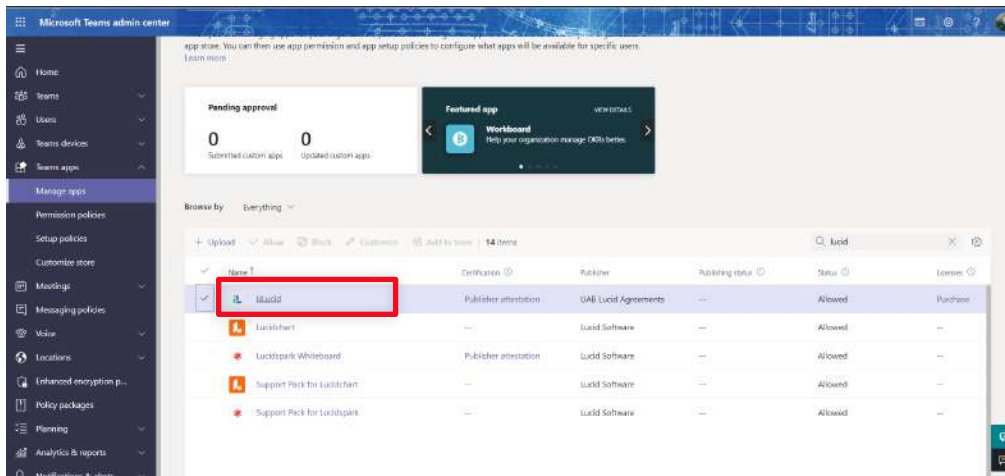
2.4.2 Click on the check mark next to isLucid and select **Allow**.



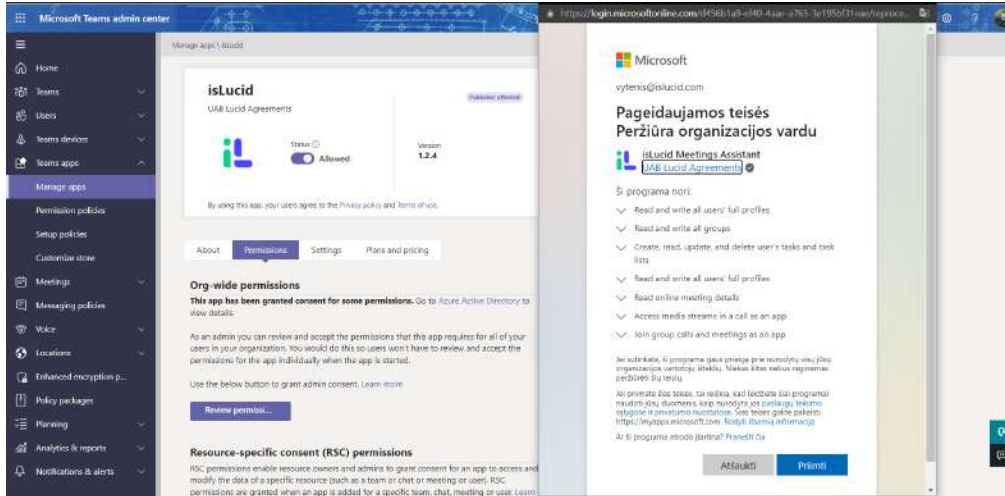
2.4.3 Click **Allow** to let users access the application in Teams.



2.4.4 Click on the application to review the permission policies.



2.4.5 Click on **Permissions**, then **Review permissions** to launch a new window with the requested permissions. Click **Accept**.



2.4.6 If necessary, review the **Settings** for the application.

2.5 Troubleshooting and additional resources

2.5.1 If you face any issues with deployment, please visit Users help page [here](#) and check section for Administering users.

3. Deployment guidance for Teams users

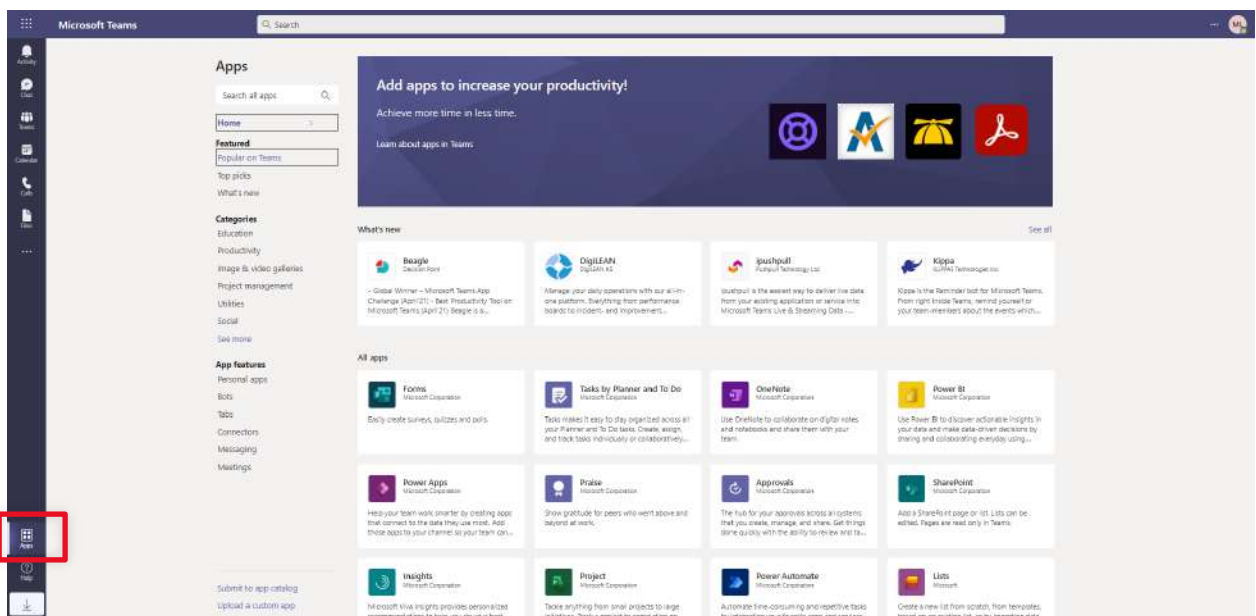
3.1 Prerequisites

- Active Teams account
- Active isLucid account

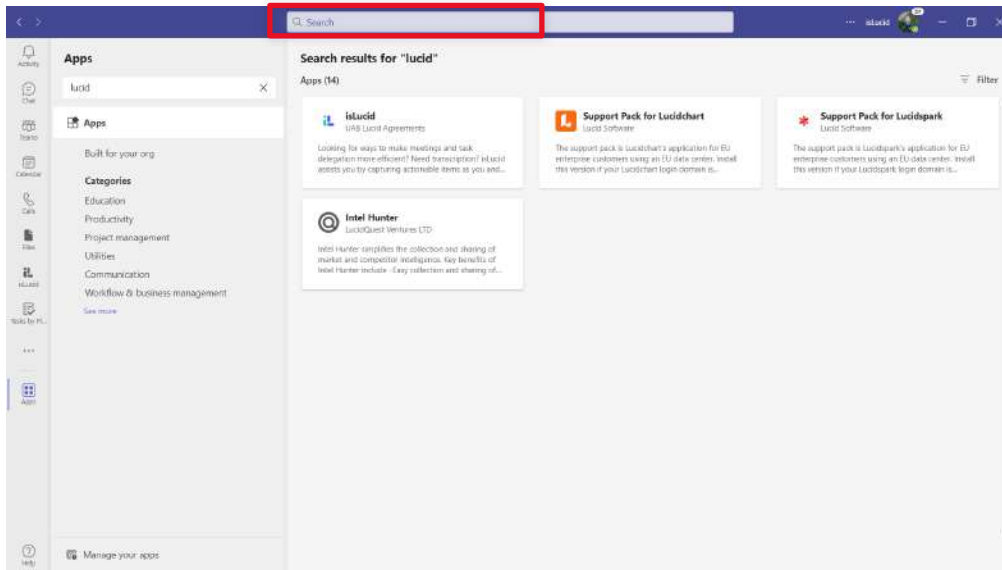
3.2 Add isLucid to Teams

3.2.1 Open Teams and sign in.

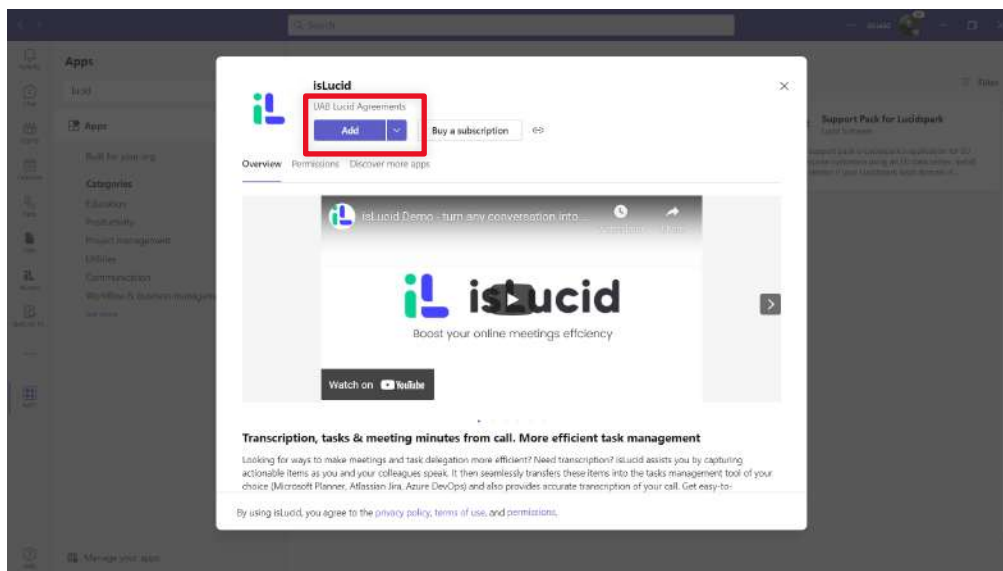
3.2.2 Select the **Apps** icon on the left rail of the Teams window.



3.2.3 Search for isLucid

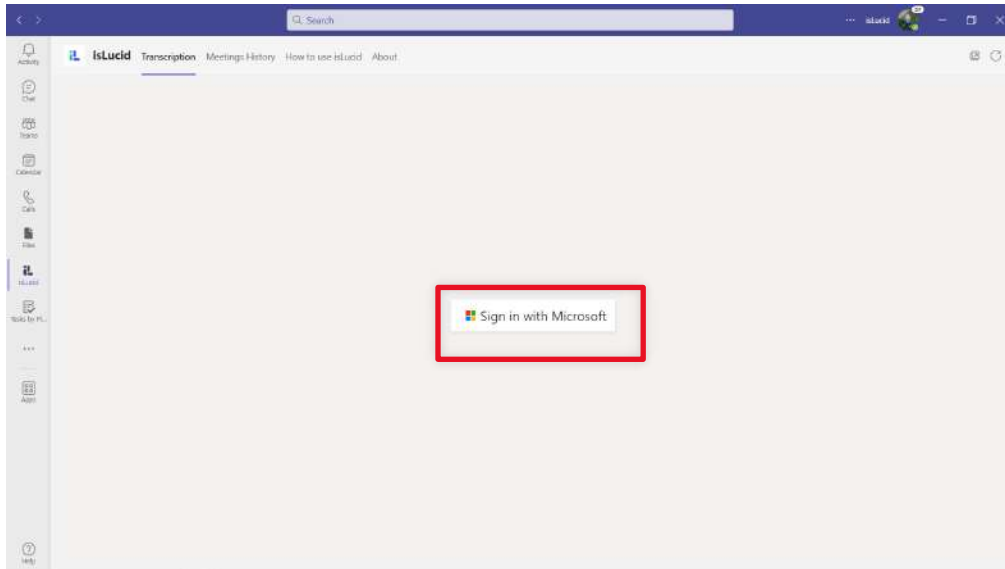


3.2.4 Click on the application and press the **Add** button.



3.3 Sign into isLucid

Use your Microsoft account to authenticate yourself to login with isLucid.



3.4 Start using isLucid

3.4.1 Add isLucid to a meeting. You can do that by adding it directly to the meeting when you already joined, or by adding it in advance in the calendar event function.

3.4.2 Start isLucid transcription by clicking Start button.

3.4.3 Create tasks, bookmarks using context menu and voice commands.

3.5 Additional resources

To learn more visit users help with tips and tricks, video explanation and learn how to run effective meetings. You can do it by clicking [here](#).