

MindManager®

FOR MICROSOFT TEAMS

Quick Start Guide

Installing

There are two installation scenarios.

1. Individual installation

If your organization has enabled the addition of third-party applications to Microsoft Teams, MindManager for Microsoft Teams can be installed by individual users or groups within an organization.

1. Do one of the following:

- [Click here](#) to go directly to MindManager for Microsoft Teams in the Microsoft Teams app
- Click the **Apps**  button on the navigation bar on the left side of Microsoft Teams, and search for **MindManager**.
- Click the **More Added Apps** button , and choose **MindManager**.

2. Click the Add button.



A MindManager icon appears on the left side of Microsoft Teams.

Tip: Right-clicking the icon and choosing Pin keeps the icon visible to give you quick access to MindManager for Microsoft Teams.

2. Organization-wide deployment

Alternatively, MindManager for Microsoft Teams can be installed across your organization by a Microsoft 365 (formerly Office 365) administrator. [Click here to download instructions](#).

Creating a new map


Create a new map

1. Click the MindManager icon on the left side of Microsoft Teams.
2. Click **New**.
3. Choose a template on which to base your map.

4. Choose a map theme, a collection of the default format settings used for the various types of elements your map.
5. Click **Create**.

A new map opens.

Create a new map in a tab

1. In a channel or chat, click the **Add a tab** button .
2. In the **Add a tab** window, choose **MindManager**.
3. Add a descriptive title for the tab by typing a name in the **Tab Name** box.
4. Click **A new MindManager file**.
You can notify other users in the chat or channel that you've created a new map by enabling the Post to this chat/channel about this tab check box.
5. Click **Save**.
6. Choose a template on which to base your map.
7. Choose a map theme, a collection of the default format settings used for the various types of elements your map.
8. Click **Create**.

A new map opens.


Opening existing maps

You can open your maps from any channel or open and existing map from a specific channel.

Open existing files from any Teams channel


1. Click the MindManager icon on the left side of Microsoft Teams.
2. Click **My Files**.
3. Navigate to the file you want to open.

Opening existing files from a specific Teams channel


1. In Microsoft Teams, navigate to the channel where the map is stored.
2. On the top toolbar, click the **Add a tab** button .
3. In the **Add a tab** window, click **MindManager**.

- In the ***I want my Tab to show*** list in the **MindManager** window, click **An existing folder**. By default, the folder containing files for that channel is selected. You can notify other users in the channel that you've created a new tab by enabling the **Post to this channel about this tab** check box.
- Add a descriptive title for the tab by typing a name in the **Tab Name** box.
- Click **Save**.
A list of all MindManager maps in that channel display.
- Do one of the following:
 - Click the map to open it in MindManager for Microsoft Teams.
 - If you have MindManager for Windows installed, right-click the map and choose **Open with Desktop App**.

Tips:

- You can now open all maps in the channel at anytime by clicking the tab and clicking a map.
- You can sort maps in the folder alphabetically or by date modified by clicking the options  button and choosing a sorting criteria.
- You can create a new map from within tabs displaying the contents of a folder by clicking **New**.

Quickly accessing an existing map

- In Microsoft Teams, navigate to the channel or chat in which to open the map.
- On the top toolbar, click the **Add a tab** button .
- In the **Add a tab** window, click **MindManager**.
- In the **MindManager** window, click **An Existing MindManager** file to expand the list of existing maps.
- Select the map that you want to open.
- Add a descriptive title for the tab by typing a name in the **Tab Name** box.
- Click **Save**.
A new tab is created at the top of the Microsoft Teams workspace where you can access the map.
- Click the tab to open the map.

Having map discussions


Members of a chat or channel can discuss a map or comment on specific map topics.


[Click here for more information about Co-editing.](#)

Discussing a map

- Click the **Tab conversation** button  and type a comment.

Commenting on a map topic

- Select the map topic.
- On the right side of the MindManager window, click the **Comments** button .
- Type the comment, and click **Comment**.

Tip: You can view all comments in the map by clicking  the map background and clicking the **Comments** button.


Saving a map

The first time you save a new map, you can choose where the map will be saved.

- On the menu bar in MindManager for Microsoft Teams, click **File > Save As**.
- Note: If you're working on an existing map, simply click **File > Save**.
- Choose a Sharepoint site.
- Navigate to a folder within the SharePoint site.
- Click **Save In This Folder**.
- You can enter a new name for the map in the **File Name** box.
- Click **Save**.

Tip: You can automatically save all changes by setting the **Autosave** option on the toolbar to **On**.

Sharing a map or map folder

- On the tab for map or map folder, click the **More options** button .
- Click **Copy link to tab**.
- Paste the link into a message in a chat or channel, and click **Send**.
The recipients of the message can access the map or map folder by clicking the link.

Note: If more than one user has the same map open simultaneously, a Co-Editing session automatically starts.

Closing a map

- On the menu bar in MindManager for Microsoft Teams, click **File > Close**.