

## Well-being by Pleaz – Microsoft Teams Admin Setup Guide

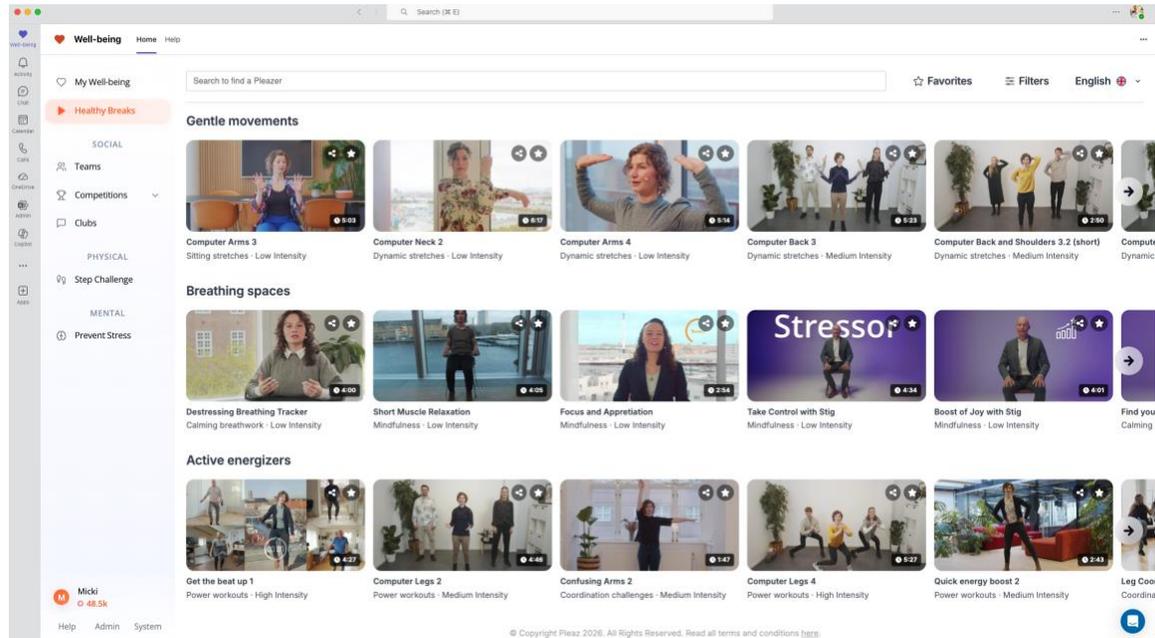
Simple step-by-step instructions for Microsoft 365 and Teams Administrators

### What “Well-being” by Pleaz is

“Well-being” is an MS Teams App that works as a “Well-being Module in Microsoft Teams”.

Enable it to make more than 200 well-being activities available directly in MS Teams.

This is how it looks (the heart will be visible in the main menu):



### Security & Compliance

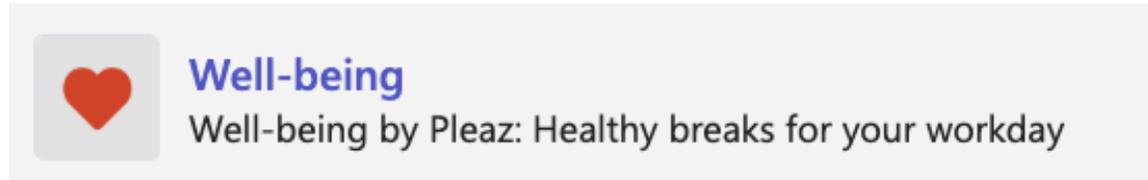
“Well-being” is a public Microsoft Teams application distributed via Microsoft AppSource.

Pleaz is SOC 2 Type II audited, demonstrating full compliance with industry standards.

Security documentation, including our Data Processing Agreement (DPA), is available in our Trust Center: <https://get.pleaz.io/resources/tag/trust-center>

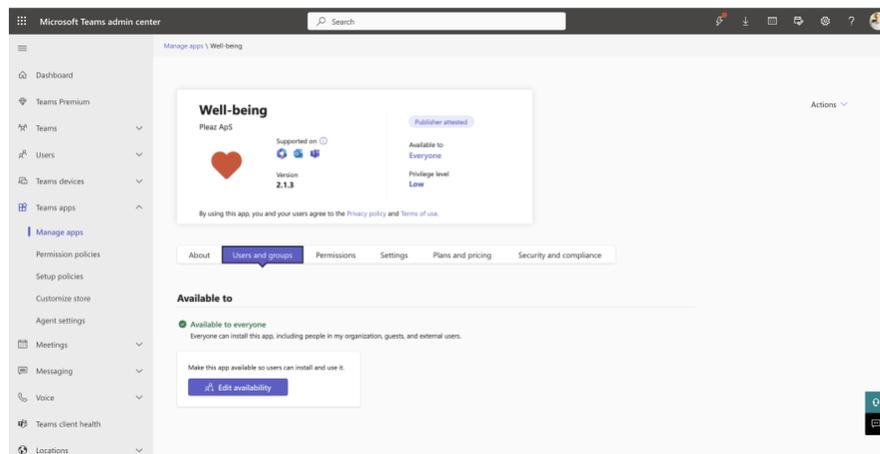
## Step 1 – Allow the App

1. Go to Teams Admin Center: <https://admin.teams.microsoft.com>
2. Click Teams apps
3. Click Manage apps
4. Search for "Well-being"
5. Click the app that looks like this:

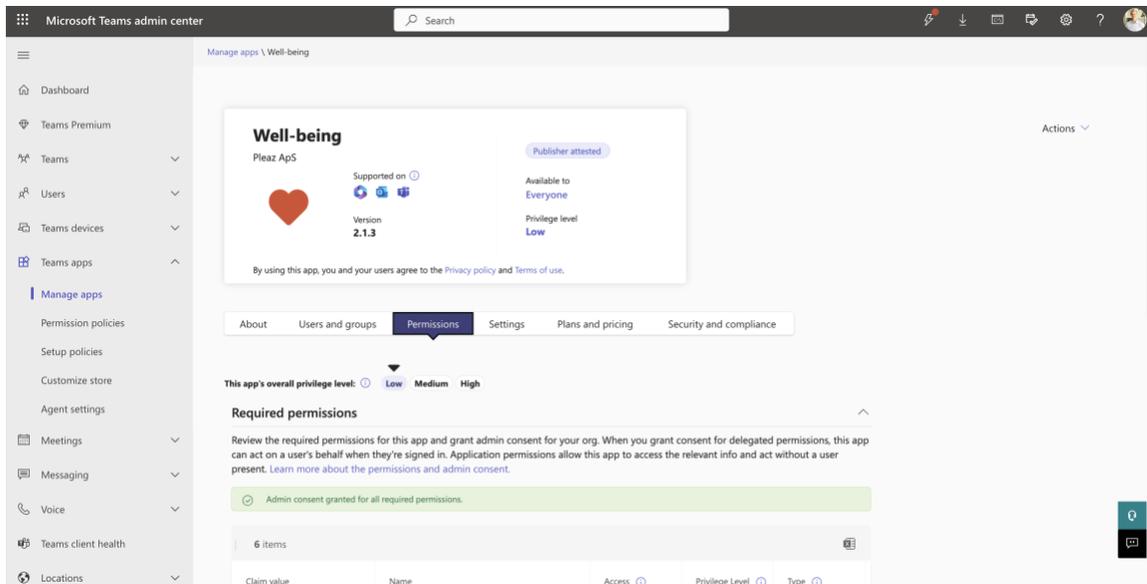


6. Click the “users and groups” and click “Edit Availability” -> set to “Available to everyone”.

Always have this setting to reduce bugs (also if you are later only giving access to a smaller group of employees).



7. Click the “Permissions” tab and make sure all permissions are granted – it needs to look like this picture.



## Step 2 – Ensure Employees Are Allowed to Use It

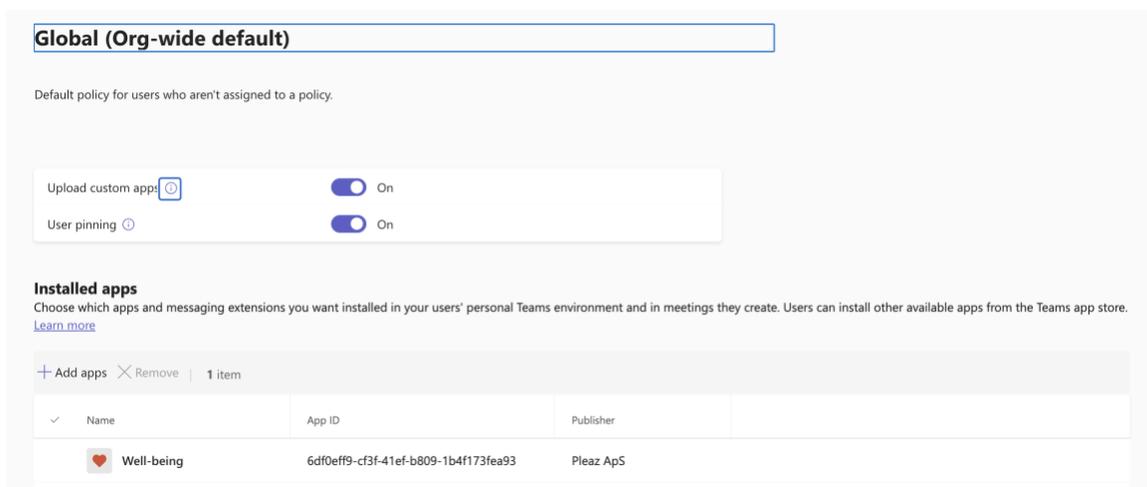
1. In Teams Admin Center, click Teams apps

2. Click “Setup policies”

3a. Open "Global (Org-wide default)" if you want to make the app visible for all employees.

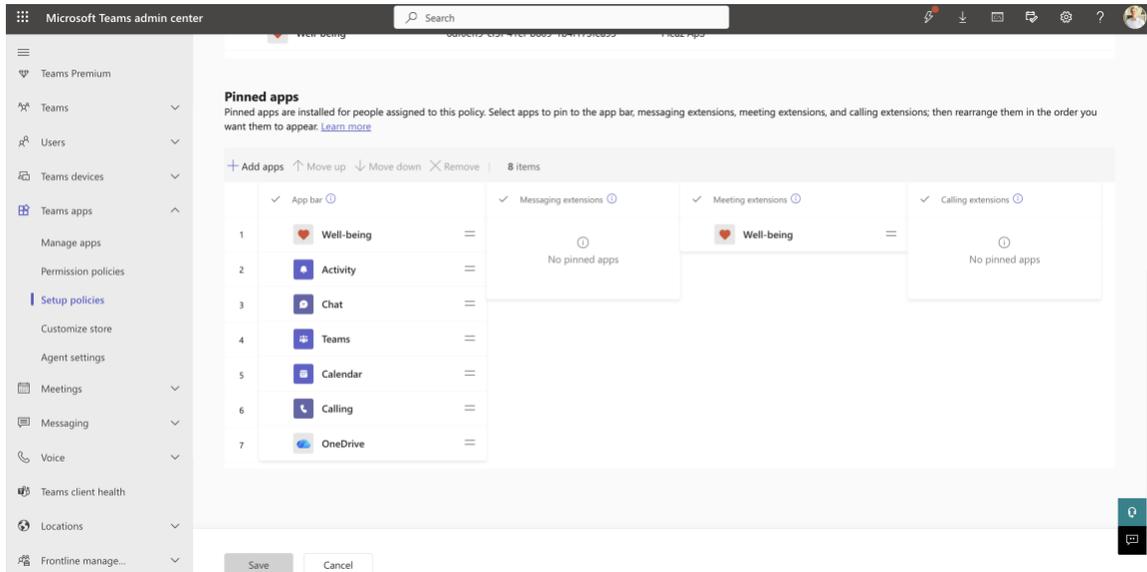
**Note: If you want to make the app visible for a smaller group of employees, you choose/create another policy that applies to the right employees and continue.**

4. Under “Installed Apps” -> add “Well-being” app



5a. Under “Pinned Apps” -> Add “Well-being” app

5b. Move the “Well-being” to the top / desired position (minimum top 5 or the app will likely not be visible). Double check that it’s pinned both for “App Bar” and “Meeting Extensions” – it needs to look like this picture:



## Common Mistakes and How to Avoid Them

1. App is allowed but not visible → Ensure it is pinned in Setup policies
2. Only some users can access it → Check assigned Permission policies
3. Not visible in meetings → Confirm apps are allowed in Meeting policies
4. Changes not appearing → Updates can take up to 24 hours. Ask users to restart Teams