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**.

4. 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.
5. Add a descriptive title for the tab by typing a name in the **Tab Name** box.
6. Click **Save**.
   A list of all MindManager maps in that channel display.
7. 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
1. In Microsoft Teams, navigate to the channel or chat in which to open the map.
2. On the top toolbar, click the **Add a tab** button .
3. In the **Add a tab** window, click **MindManager**.
4. In the **MindManager** window, click **An Existing MindManager** file to expand the list of existing maps.
5. Select the map that you want to open.
6. Add a descriptive title for the tab by typing a name in the **Tab Name** box.
7. Click **Save**.
   A new tab is created at the top of the Microsoft Teams workspace where you can access the map.
8. 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
1. Select the map topic.
2. On the right side of the MindManager window, click the **Comments** button 🗨 .
3. 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.

1. On the menu bar in MindManager for Microsoft Teams, click **File > Save As.**
2. Note: If you're working on an existing map, simply click **File > Save**.
3. Choose a Sharepoint site.
4. Navigate to a folder within the SharePoint site.
5. Click **Save In This Folder.**
6. You can enter a new name for the map in the **File Name** box.
7. 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
1. On the tab for map or map folder, click the **More options** button .
2. Click **Copy link to tab**.
3. 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**.