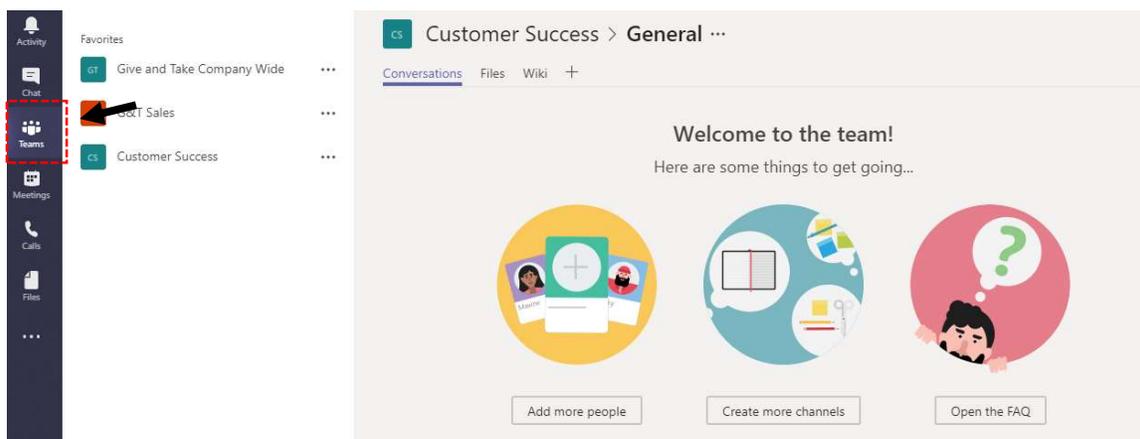




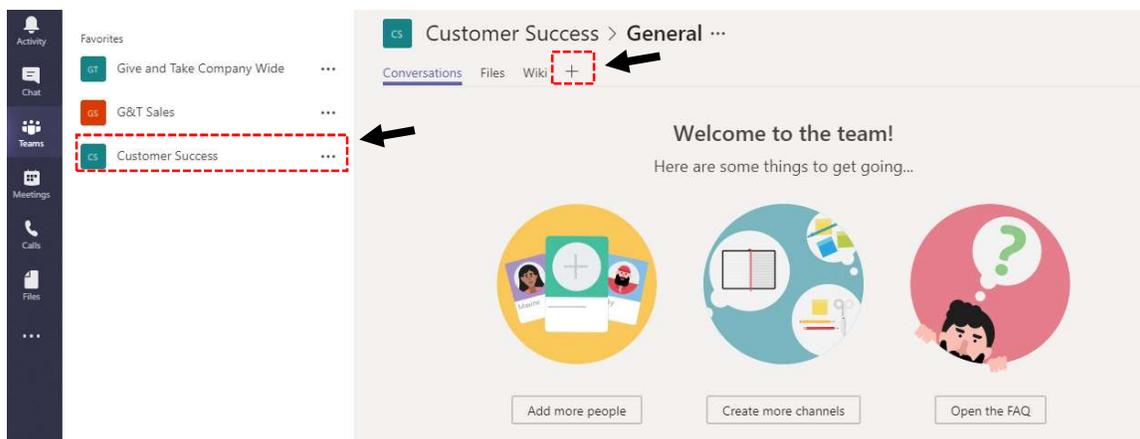
Givitas and Microsoft Teams Integration

The following document walks you through the process of adding a Givitas tab into an existing Microsoft Teams channel. This integration will allow you to access your Givitas ring without leaving the Microsoft Teams application.

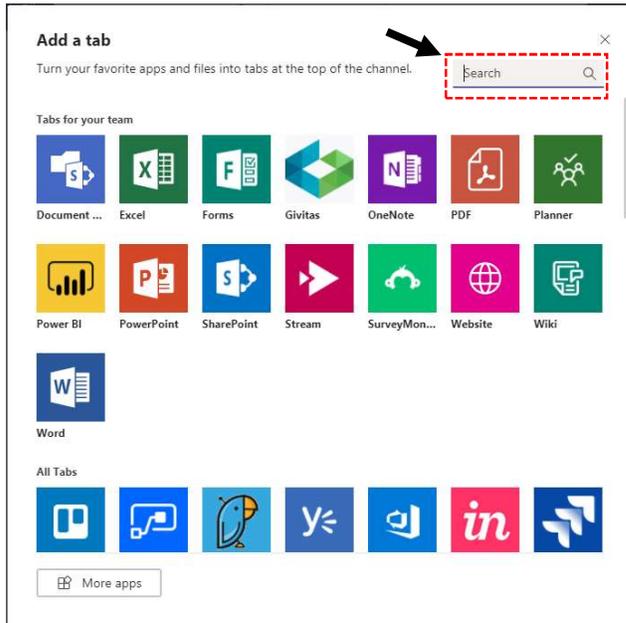
Step 1- Once logged into your Microsoft 365 account and within the Microsoft teams application select Teams on the far left side of your page.



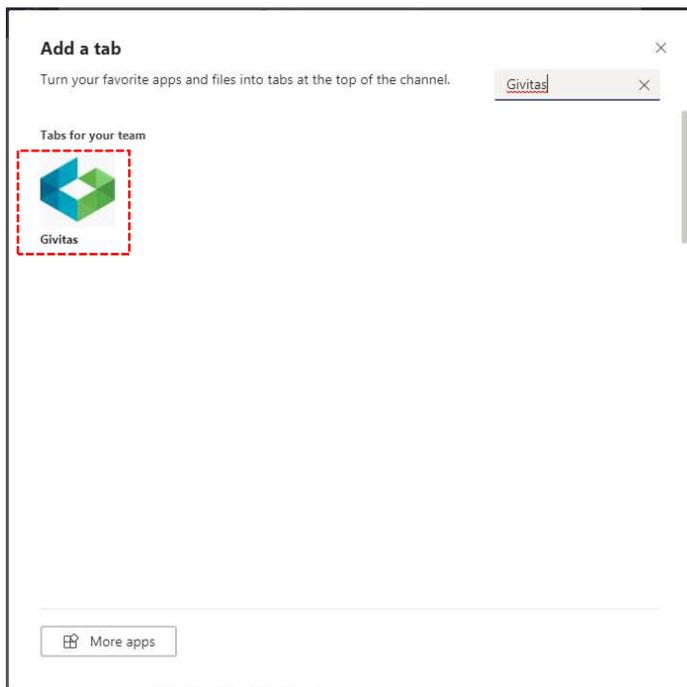
Step 2- Select the specific Team you would like to view Givitas within, then click on the “+” on the top navigation of the Teams page.



Step 3- A pop-up window will appear on your screen listing the tabs that are available for integration with your Teams account. In the search box type “Givitas”.



Step 4- Click on the Givitas icon.



Step 5- A new window will appear prompting you to enter the name of your Givitas ring. The name of your givitas ring is the subdomain of your Givitas ring url. For example if your Givitas url is “https://abccompany.givitas.com”, then you will type “abccompany” into the open text box. Once you enter the name of the ring click on the Save button at the bottom of the window.

Givitas About X

Enter Givitas Ring Name

My Corp

Givitas by Give and Take is a platform that improves employee knowledge sharing and harnesses the collective intelligence of an organization.

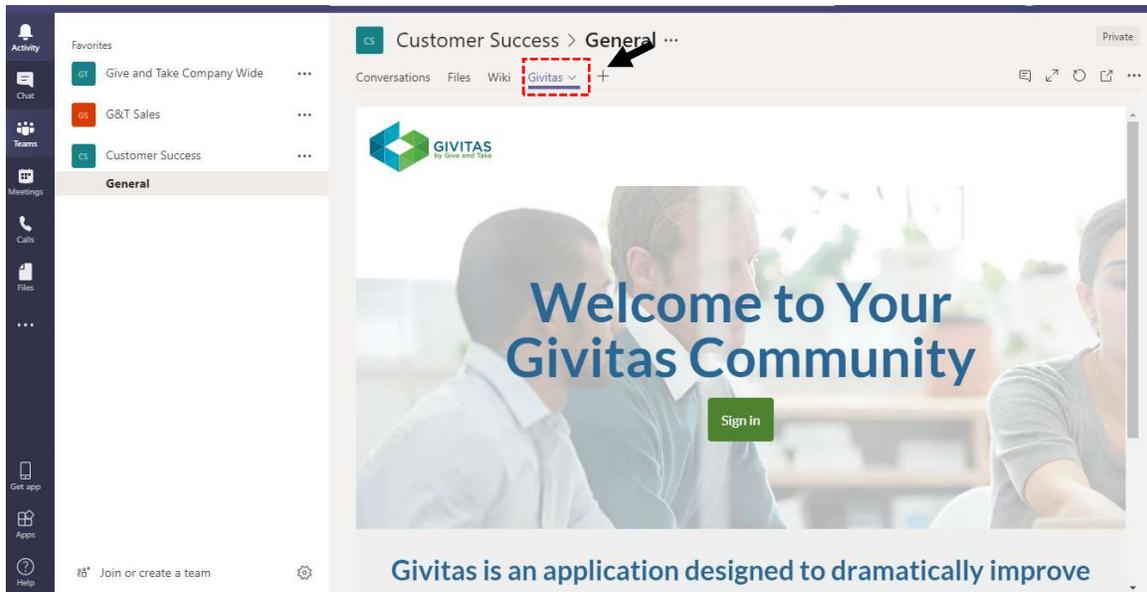
By fostering a giving culture, companies of all sizes drive positive business outcomes like increased employee efficiency, productivity, retention, and engagement.

An online application of the popular Reciprocity Ring, Givitas' proprietary technology is based on the principles of generalized reciprocity made famous at the University of Michigan and in Wharton professor Adam Grant's bestselling business book, Give and

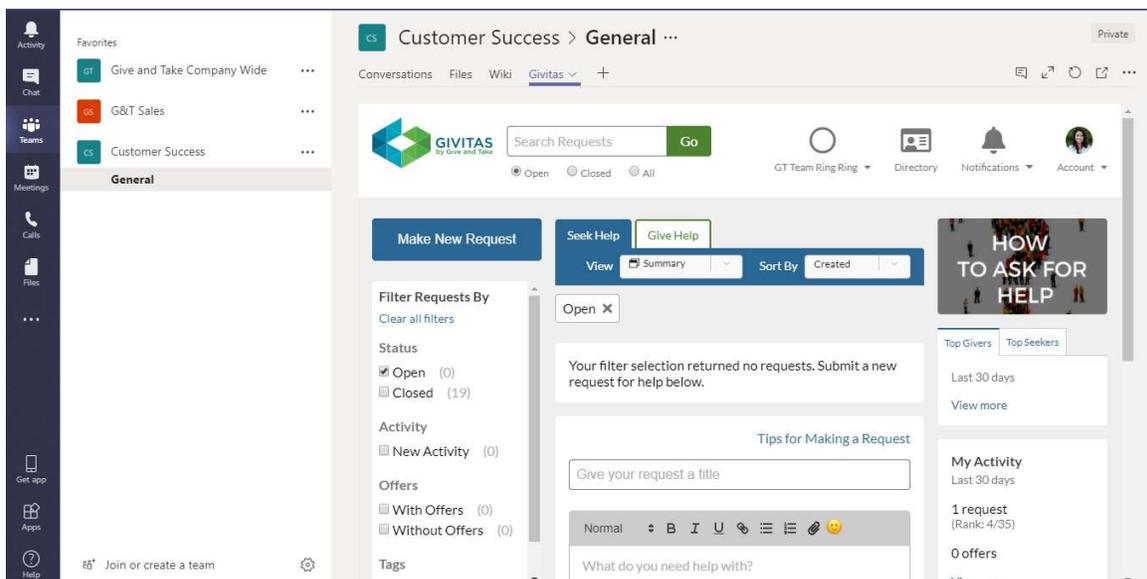
Post to the channel about this tab

Back Save

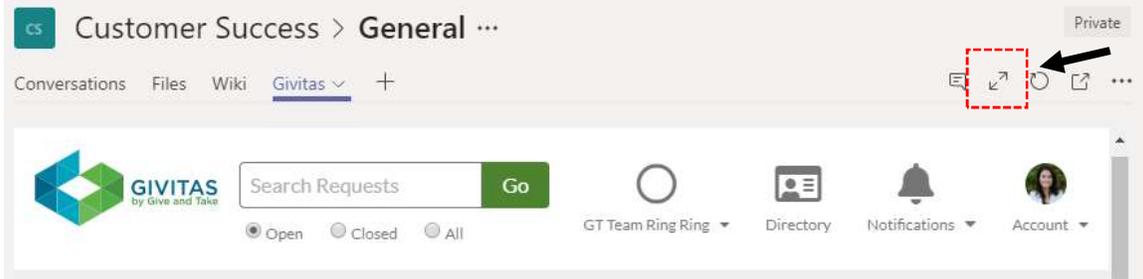
Step 6- Givitas is now a tab in your top navigation of your Teams page. Click on the “Sign in” button and enter your username and password to login to your Givitas ring.



Step 6- You did it! Now submit a request for help or review the other active requests to see how you can help your Givitas community today!



Step 7- Optional: Expand your view of Givitas in Microsoft Teams by clicking on the expand arrows in the upper right corner of your screen.



If you have any difficulty with your Microsoft Teams and Givitas integration, please contact support@givitas.com.