



PinPoints

Introduction

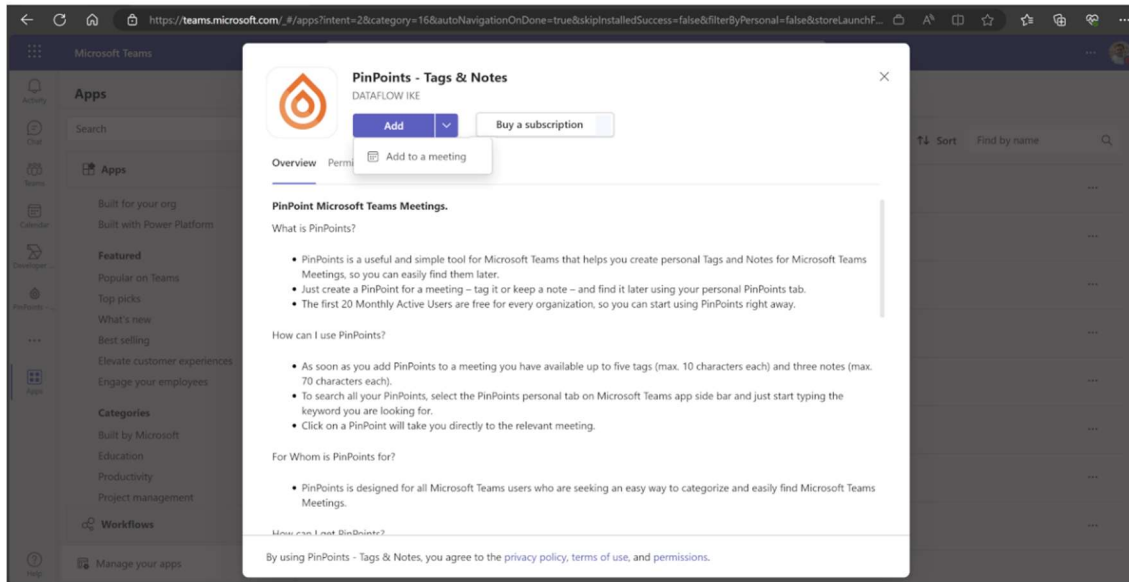
PinPoints is a useful and simple tool for Microsoft Teams that helps you create **personal Tags** and **Notes** for your Microsoft Teams **Meetings**, so you can easily find them later.

PinPoints is free for the first 20 Monthly Active Users of each organization. For the 21st user and on, PinPoints is a subscription-based Software as a Service (SaaS), that is licensed per user. You can purchase PinPoints user licenses either via Microsoft Teams App Gallery or via Azure Marketplace.

User Guide

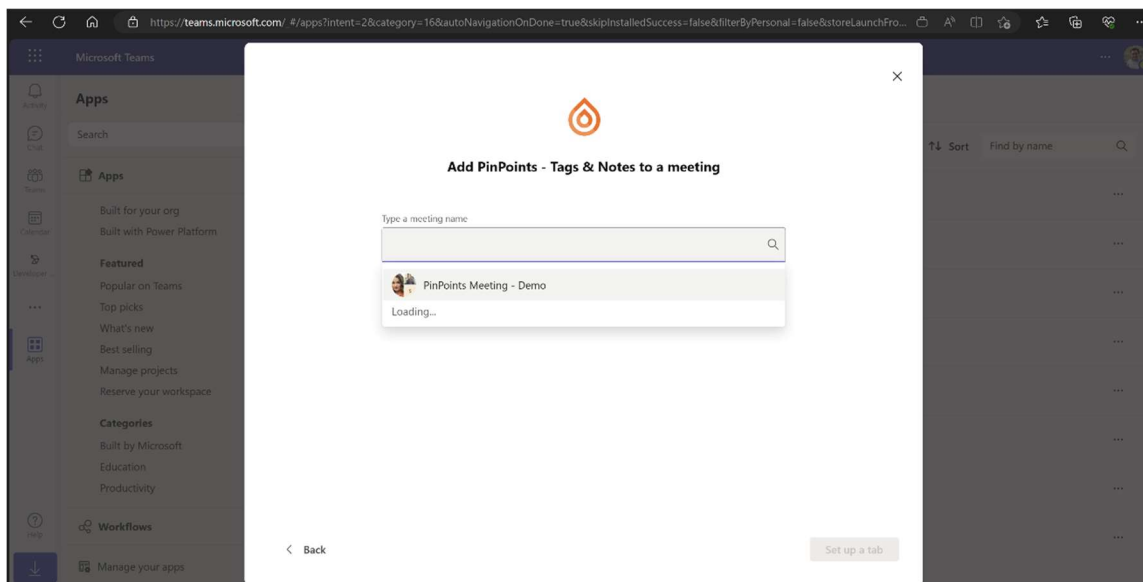
Getting started with PinPoints

Start by searching for PinPoints on Microsoft Teams app gallery and select one of the available options to either add PinPoints to a Meeting.

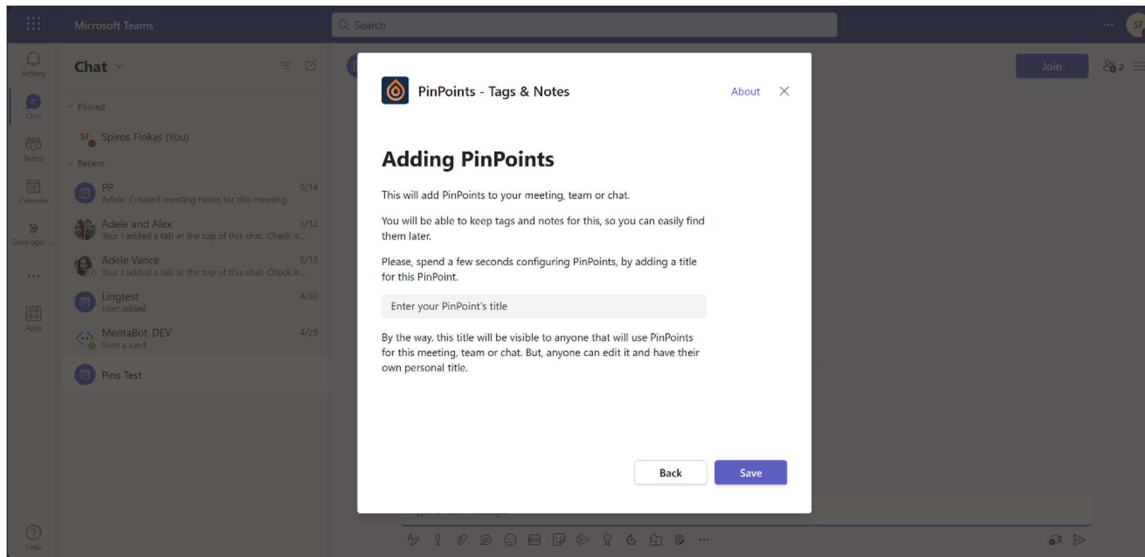


Add to a Meeting

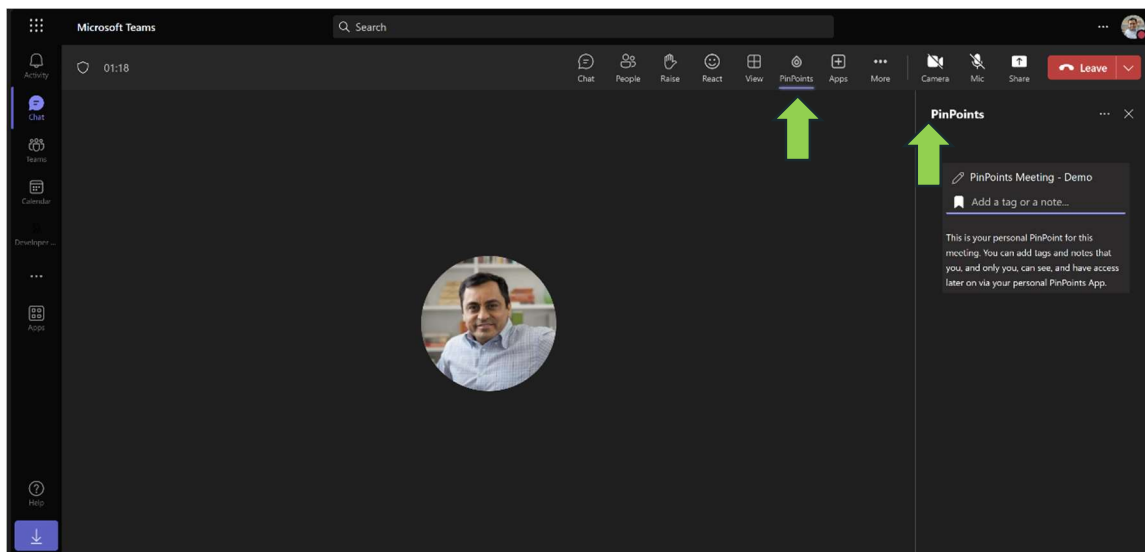
Select add to a Meeting and then search for the meeting that you would like to add PinPoints to.



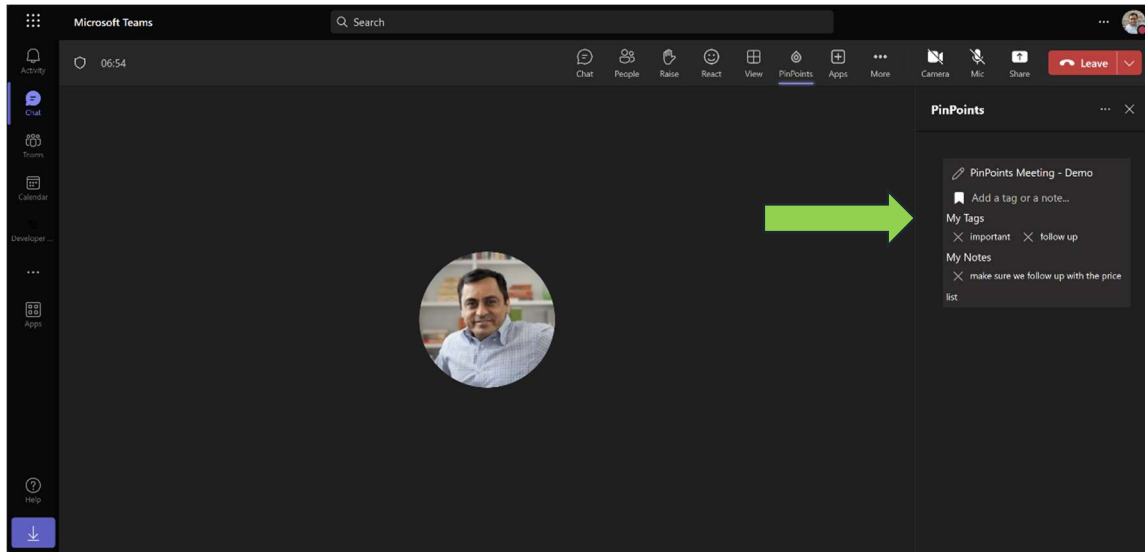
You will be prompted to add a Title for this PinPoint. This title will be visible to anyone that will use this PinPoint, but each user can then tweak the title just for himself/herself.



Now, PinPoints will be available for this meeting, just join the meeting and look for PinPoints icon of the tools bar of the Microsoft Teams meeting.

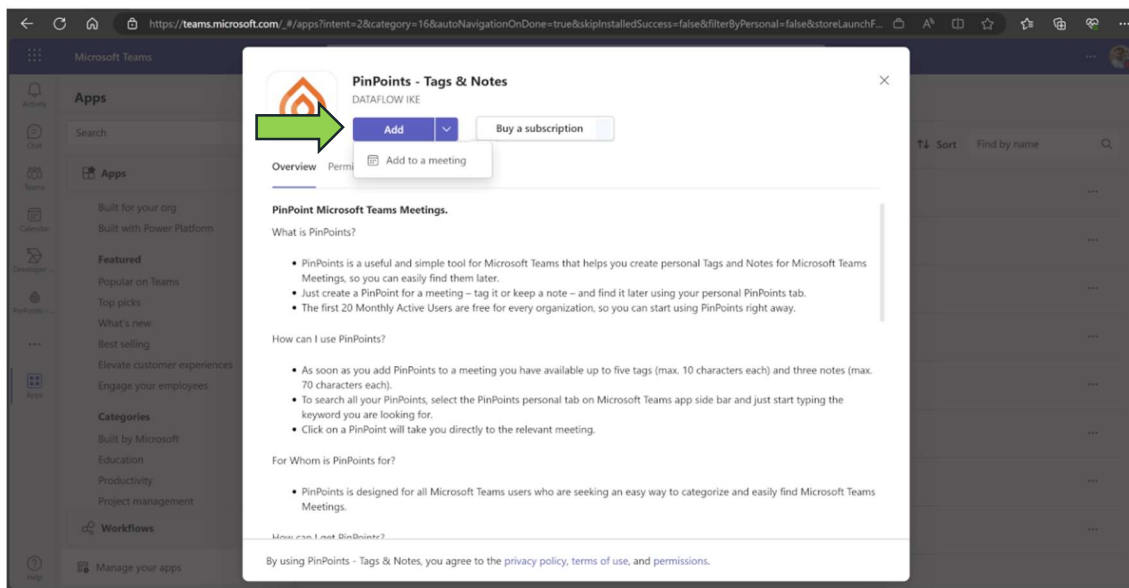


That's it, you can now add personal tags or notes to your meeting so you can easily search for it later using PinPoints' personal Tab App. These tags and notes are personal and no one else can see them besides you.



PinPoints Personal Tab

Just click on Add to get started with PinPoints Personal Tab.



Your PinPoints personal Tab depicts all your PinPoints. Just start typing to filter the listed PinPoints and once you find your PinPoint just click on it to get navigated to the related meeting.

