

Getting started guide for Wunder365 for Office



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What is Wunder365 for Office?

Wunder365 for Office is a set of super connectivity apps that connects Outlook, Teams, Planner, SharePoint, OneNote, in Office 365 for better collaboration and helps you to get the most out of it.

Wunder365 for Office is available as:

- Chrome / Edge extension
- Teams Add-in
- Outlook Add-in
- OneNote Add-in
- Word and Excel add-in

Wunder365 establishes two-way synchronization between apps (Ex: Planner & Teams, Outlook & Teams), so that you do not need to switch between the apps in search of relevant information.

Perform following actions from Wunder365 for Office

You can perform the following actions from Wunder365 for Office apps.

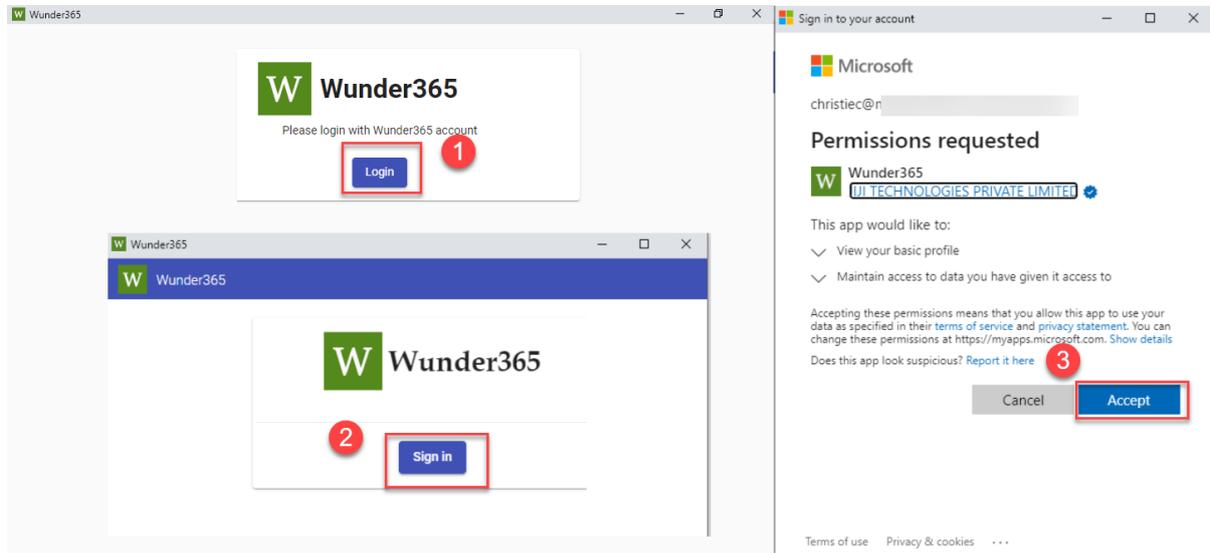
1. Create Planner task
2. Start conversations in Microsoft Teams
3. Create Teams conversation for Microsoft Planner tasks

The actions listed above are common for all the add-ins (Outlook, Teams, Planner and OneNote). Hence, we have shown how to use those features in the below screenshots. You can find how to launch this add-in from different apps at the end of this document.

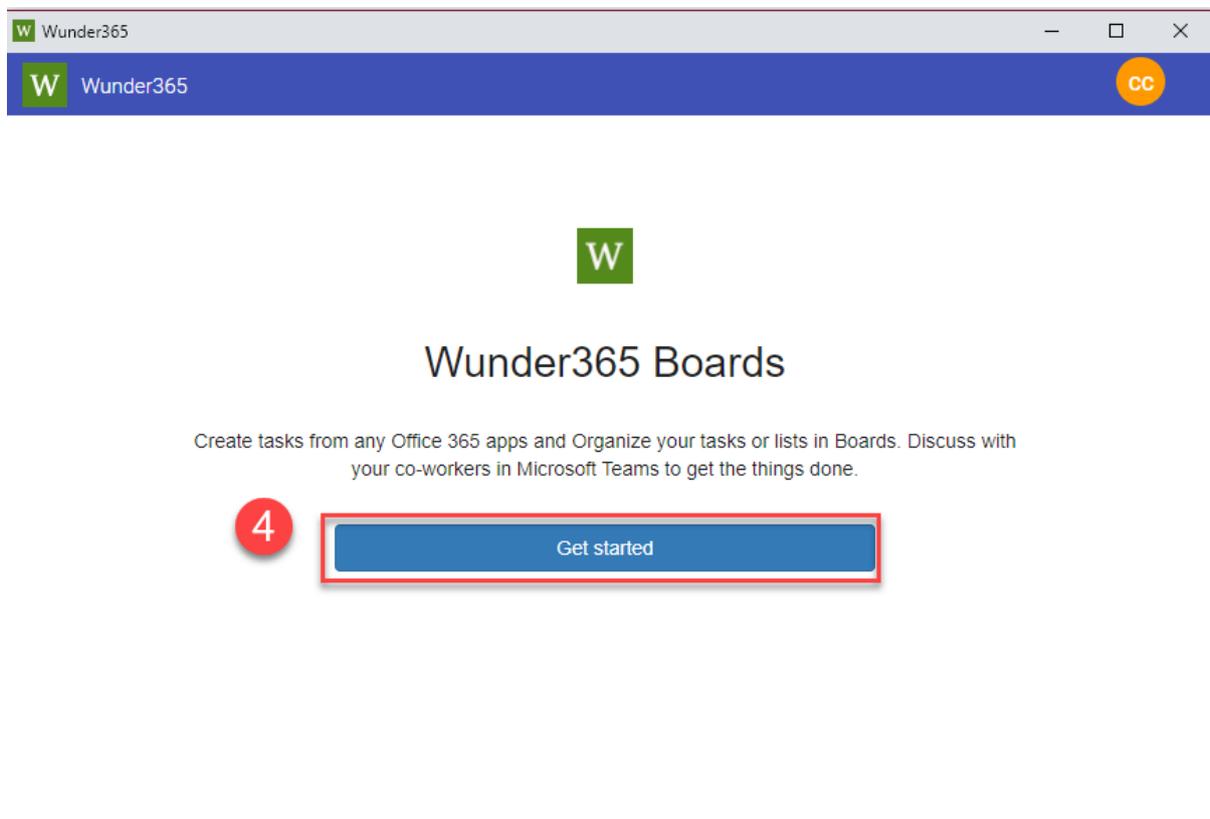
Sign in with Wunder365 for office:

After installing the add-in, you need to follow the below steps to go ahead further

Step1: Select login to sign up with Wunder365 Office account and accept the requested permission.



Step2: select Get started to create tasks from any Office365 apps and Organize your tasks or lists in Boards.



Step3: Now accept the Wunder365 uses permissions from Microsoft Office app on your behalf.



Wunder365

Wunder365 uses permissions from Microsoft Office app on your behalf.

You're signed in as:

ChristieC@

If you agree, click Accept.



Step4: To complete signup select copy and open and paste the copied code in web browser.

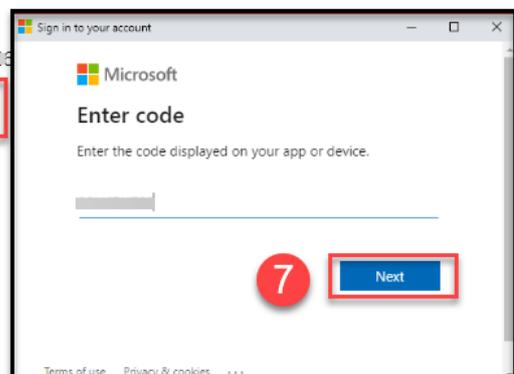
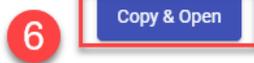


Wunder365

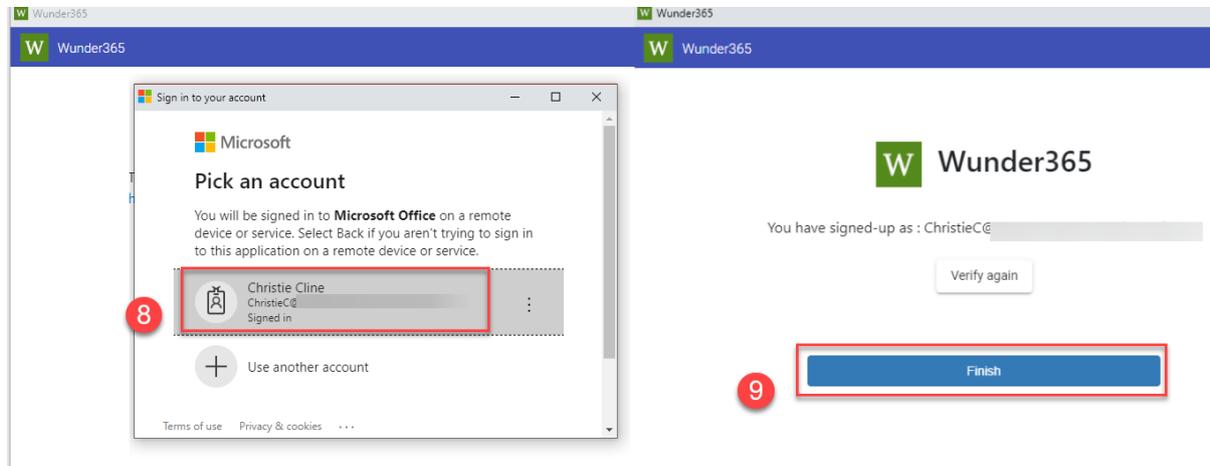
To complete sign up, use a web browser to open the page

<https://microsoft.com/devicelogin> and enter the below code to authenticate

Device Code :

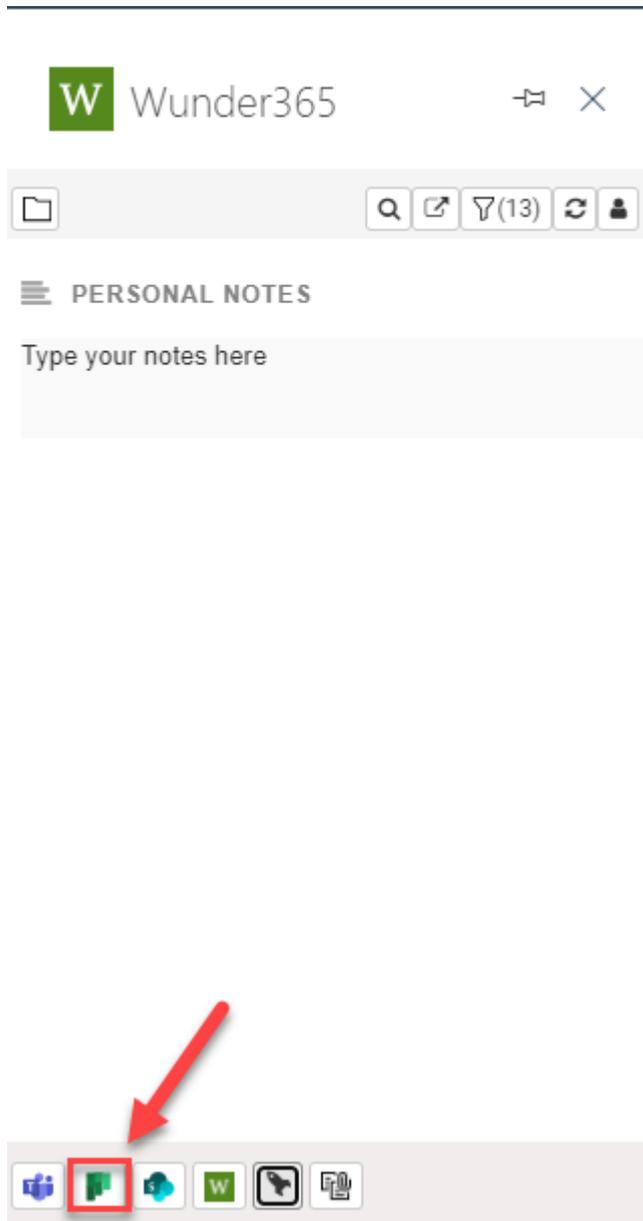


Step5: Now choose the Microsoft Account which you want to sign-in and finally select finish button to finish the sign in process.



How to create Planner Tasks?

In the below image you can see lists of actions that can be performed. Click on the Create Planner task as highlighted in the below image.



Now you will see the Planner task creation window gets opened as below. You need to select the Planner Plan and go ahead with other task details using macros. Once done, click Save.

Wunder365

Add Task

Sales and Marketing > Product Launch

Title
Your Microsoft 365 E5 Compliance subscri

Description
Sign in to the Microsoft 365 admin center > set up your new service, assign licenses to users, and manage your subscription.

Buckets
On track

Assignments
AW MA

StartDate
8/25/2020

DueDate
8/28/2020

Attach Link :

Attach File :
File-3600.jpeg

Add

Expression

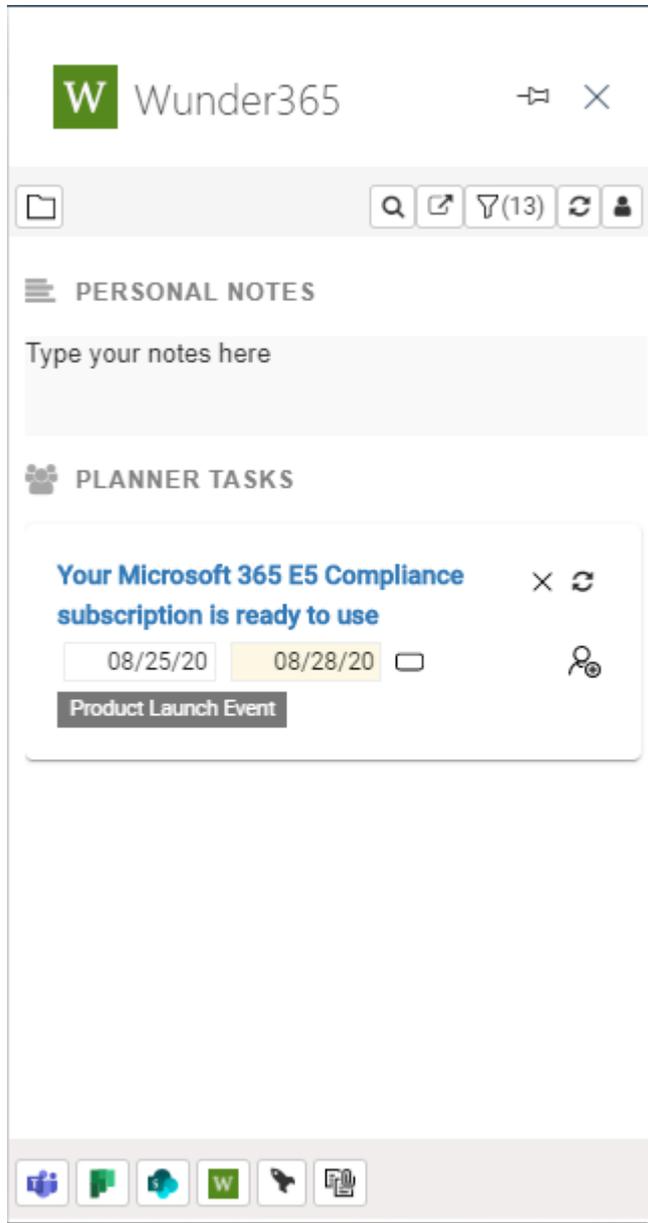
Subject : Get started with your new Microsof...

Body : Your new subscription is ready to use...

To : admin@M365x370910.onmicrosoft.com

From : microsoft-noreply@microsoft.com

Now the add-in has created the Planner task and linked it with the source (EX: Outlook email, Teams conversation or OneNote meeting notes) from where it was created. So, whenever you come back to the same source, you will see the Planner task that is linked.

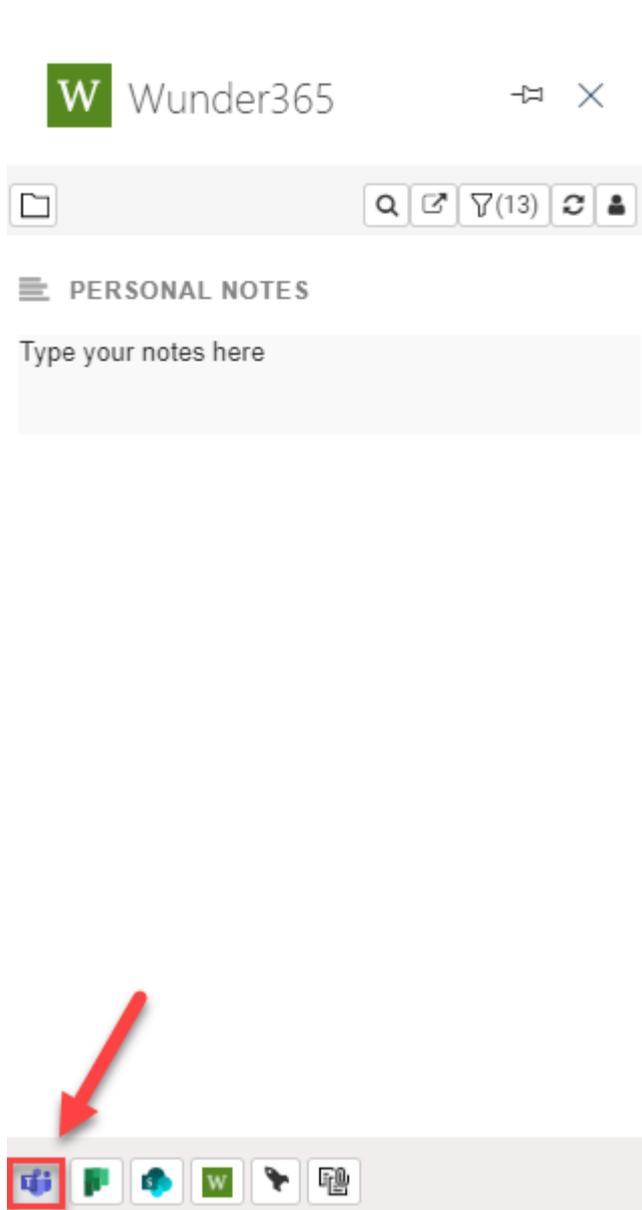


How to start conversations in Microsoft Teams?

Create Microsoft Teams conversation for

- emails in Outlook
- Meeting notes in OneNote
- Word/Excel documents

Click on the Start Teams conversation button as shown in below image.



Now select the Team and Channel in which you need to start the conversation. Type the subject and message in it, you can also use the macros to fill the details.

'Include Quick snap' option adds a choice to open the Planner task / OneNote page easily when you open this conversation in Microsoft Teams. So, it is recommended to have it checked.

Wunder365

Create Conversation

Sales and Marketing > General

Subject
Your Microsoft 365 E5 Compliance subscrip...

Sign in to the Microsoft 365 admin center to set up your new service, assign licenses to users, and manage your subscription.

Attach File :
File-3417.jpeg

Include Quick Snap

Add

Expression

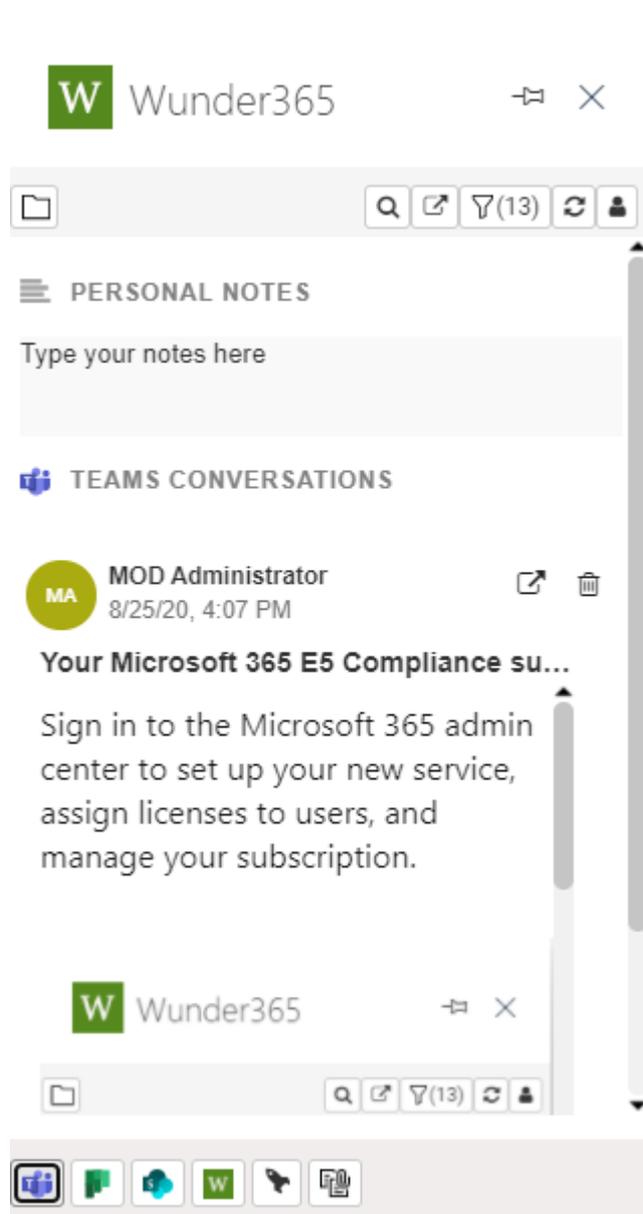
Subject : Get started with your new Microsof...

Body : Your new subscription is ready to use...

To : admin@M365x370910.onmicrosoft.com

From : microsoft-noreply@microsoft.com

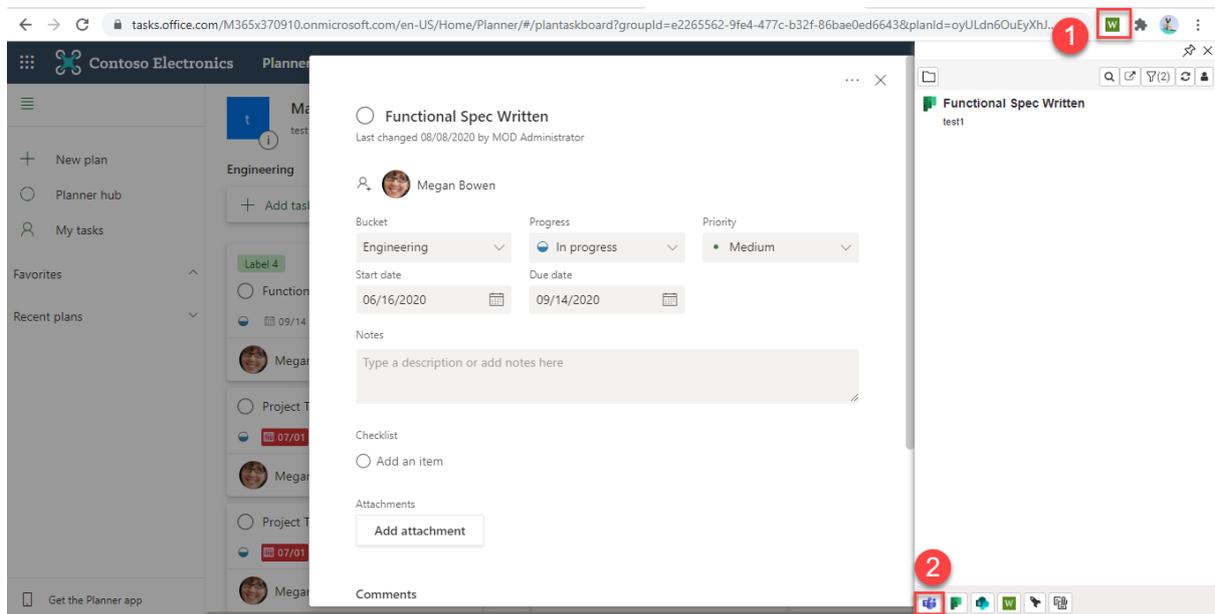
Now the conversation in Microsoft Teams is created.



Create Teams conversation for Microsoft Planner tasks

Easily start discussing about the Planner tasks in Microsoft Teams channels instead of Group conversations. This helps you to @ mention your colleagues for their immediate attention. All this can be done by installing just the Wunder365 for Office browser extension. Now let us jump in and see how to do this.

1. Install the browser extension from below links
Edge -
<https://microsoftedge.microsoft.com/addons/detail/eommjnidcefknfmhcidpgfajjifcnnkh>
Chrome -
<https://chrome.google.com/webstore/detail/wunder365/jojckjhmkpmbapphehdhccbgaakmdpkdd>
2. After installation, go to <https://tasks.office.com> from the add-in installed browser and follow the steps mentioned below to open the add-in and click Teams icon.



Now, you will see the Teams conversation window. To Fill in the details we are supplying the macros, you can use these macros, or you can fill the details by hand and click Save button. It will create the conversation in Microsoft Teams and link it with this opened Planner task. So, whenever you open this Task in Planner and launch the add-in, it will show you the conversation for this task.

Create Conversation

Sales and Marketing > General

Subject [variables("PageTitle")]
Mark 8 Project Plan - Planner

New Task Functional Spec Written created

Attach File :
File-5471.jpeg

Include Quick Snap

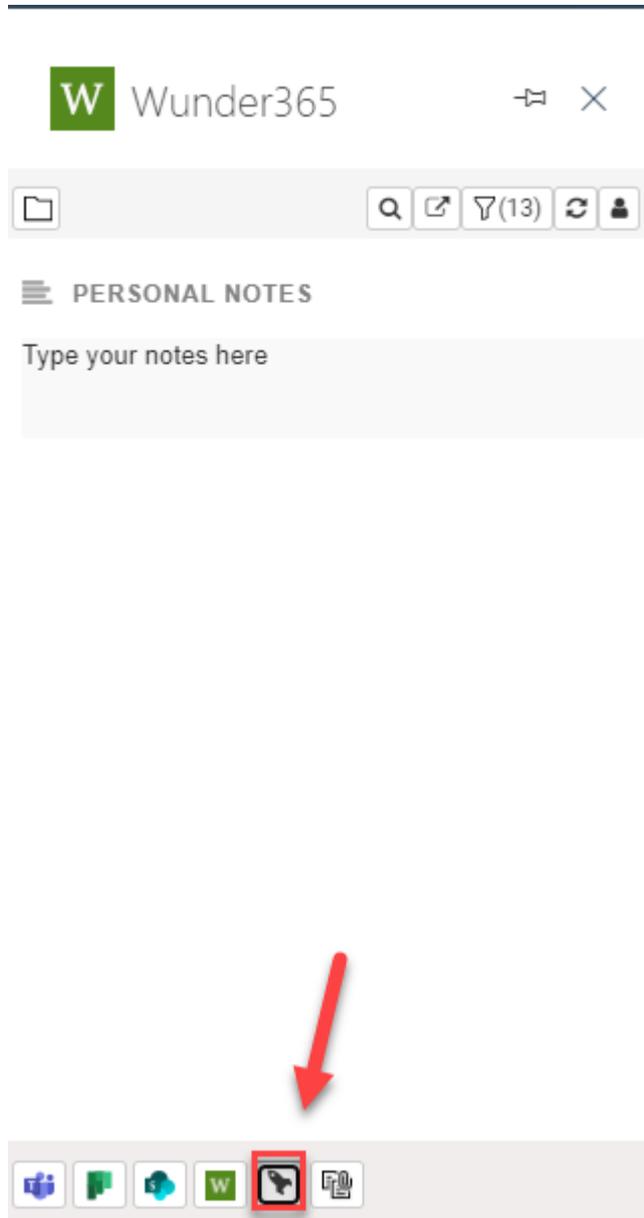
Expression

- PageTitle** : Mark 8 Project Plan - Planner
- SelectedText** :
- LinkTitle** : Functional Spec Written
- ClipboardText** : New Task Functional Spec ...
- TaskTitle** : Functional Spec Written
- TaskPriority** : Medium
- TaskStatus** : In Progress

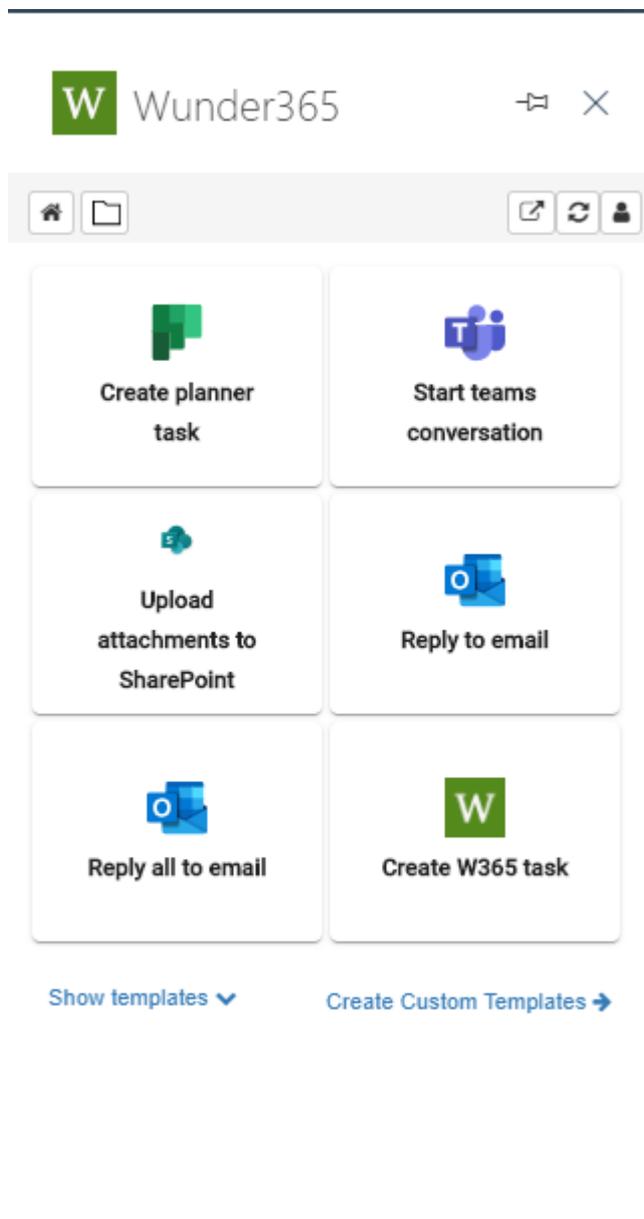
Add

Wunder365 for Office Templates

Templates helps us to save time by eliminating the repeated actions. Wunder365 helps you to create templates for creating Planner tasks or Teams conversations easily in a click. You can able to save the Plan name, Task title and dates using the Macros provided with the app.



You can create the templates for the actions listed in below image. Click on the required template to be created and fill-in the details and save it.



Create Planner Task template

Now let us see how to create the template for creating the Planner task.

1. Template Name – Type the name for this template. The name can be unique for each plan, so it helps you to find the template for the plan easily.
2. Scope – Select the scope of this template. Whether you need to use it from Outlook, Teams or from Web add-in.
3. Action – Select the action as Add Planner Task
4. Now click on each Planner task fields such as Title, Description, and others to see the available macros for those fields. The macros help you to autofill the information in Outlook email or Teams conversation when the task is created.
5. Save the Template. It is now ready for use.

The screenshot displays the Wunder365 interface for creating a Planner task template. On the left, a grid of action buttons is shown, with 'Create planner task' highlighted in a red box. The main configuration panel on the right shows the following details:

- Template name:** Create planner task
- Scope:** Outlook addin
- Action:** Add Planner Task
- Planner Plan:** Sales and Marketing/Product Launch Event
- Bucket:** On track
- Assign to:** Debra Berger, Patti Fernandez
- Title:** [Subject]
- Description:** [Body]

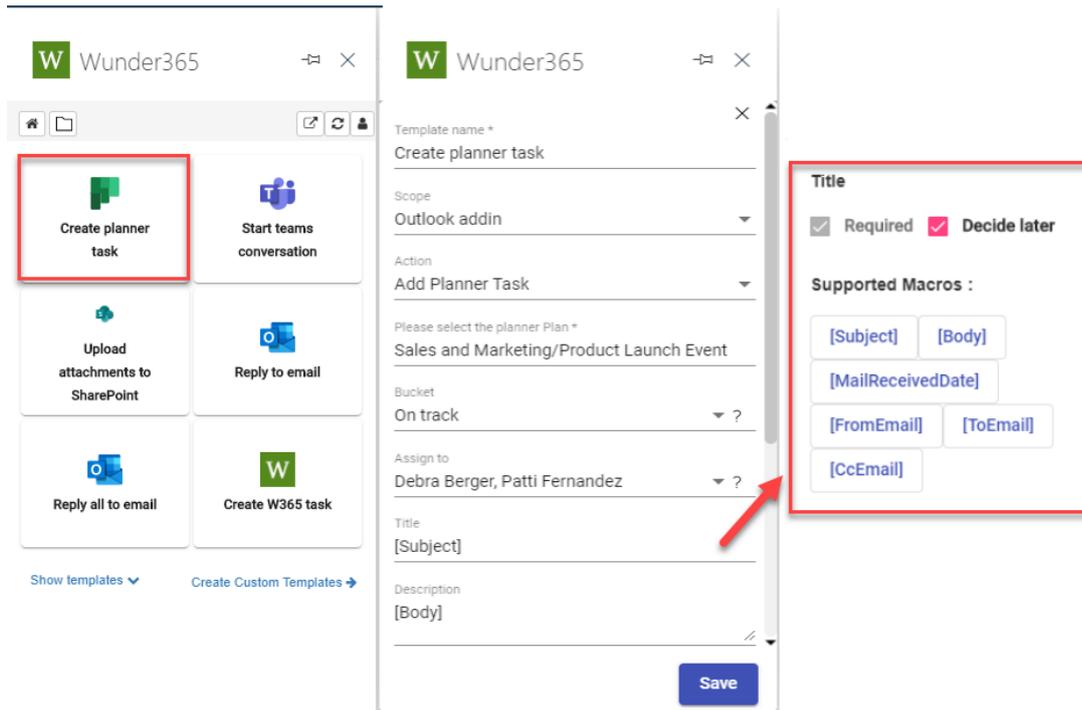
A red arrow points to the 'Title' field, which is expanded to show the following configuration:

- Title:** Required Decide later
- Supported Macros:** [Subject], [Body], [MailReceivedDate], [FromEmail], [ToEmail], [CcEmail]

A 'Save' button is located at the bottom right of the configuration panel.

Start Teams conversation template

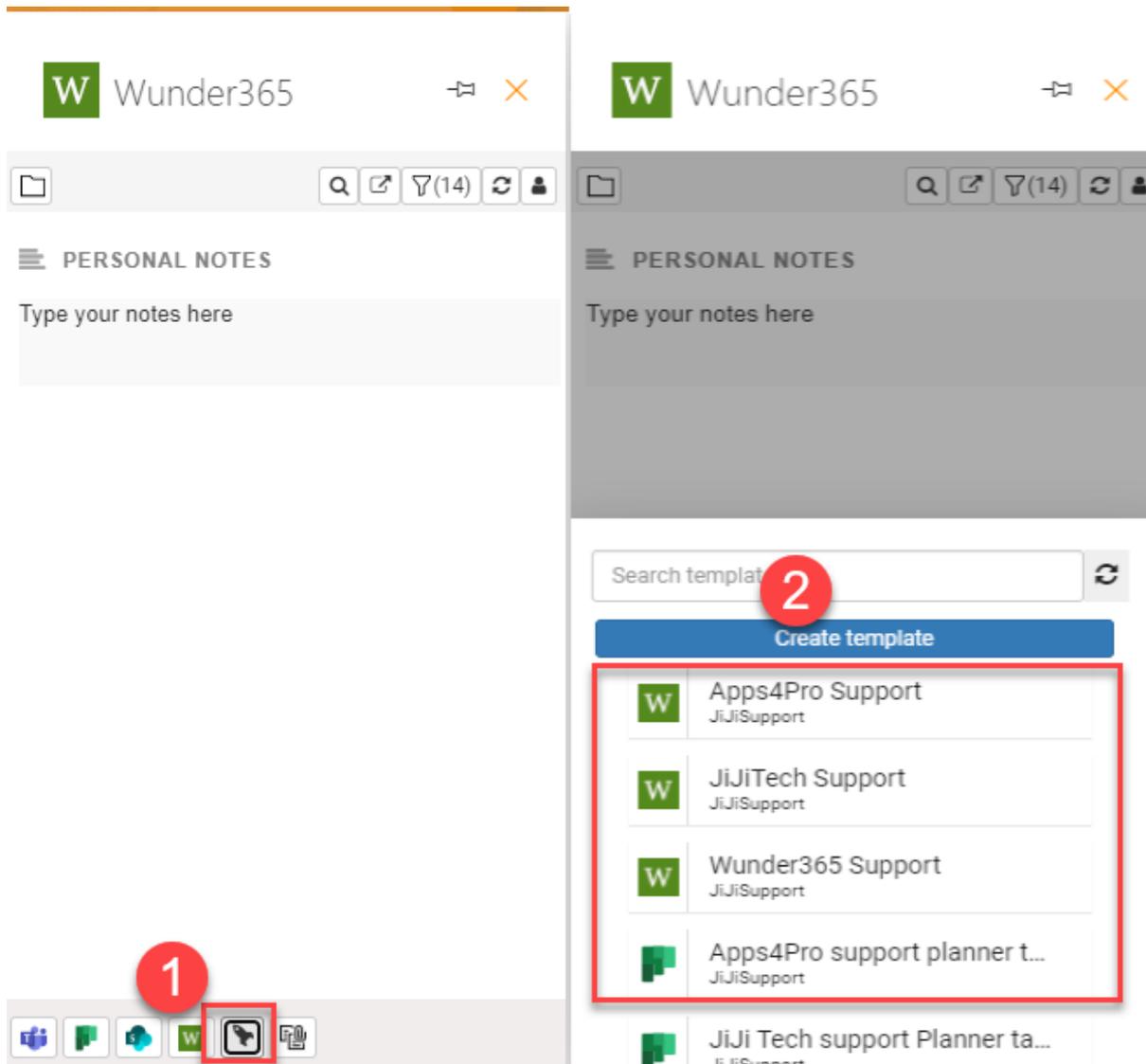
1. Template Name – Type the name for this template. The name can be unique for each Team/Channel, so it helps you to find the template for the plan easily.
2. Scope – Select the scope of this template. Weather you need to use it from Outlook or from Web add-in.
3. Action – Select the action as Teams Message.
4. Click on the Subject and Message boxes to see the available macros. Select the macros.
5. Save the Template. It is now ready for use.



Follow the similar steps to create Templates for other actions listed in this section. We have skipped those in this manual, as most of them are self-explanatory and easy to use. If you need additional help with templates, contact us using the details provided at the end of the document.

View existing template

Now we have created the templates. It can be easily accessible by following the steps as mentioned below. Click on template and the add-in will execute the action accordingly. Thus, you have saved the time and number of clicks in creating the Planner task/Teams conversation.

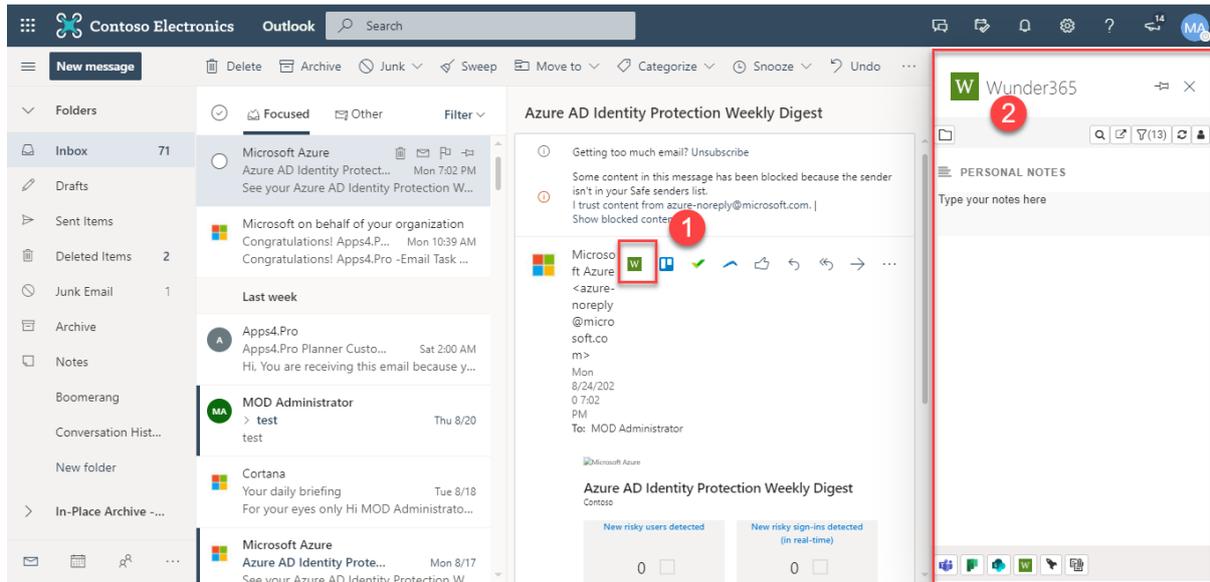


How to launch Wunder365 for Office

In this section we will see how to launch this extension from various Office 365 apps. Let us jump in!

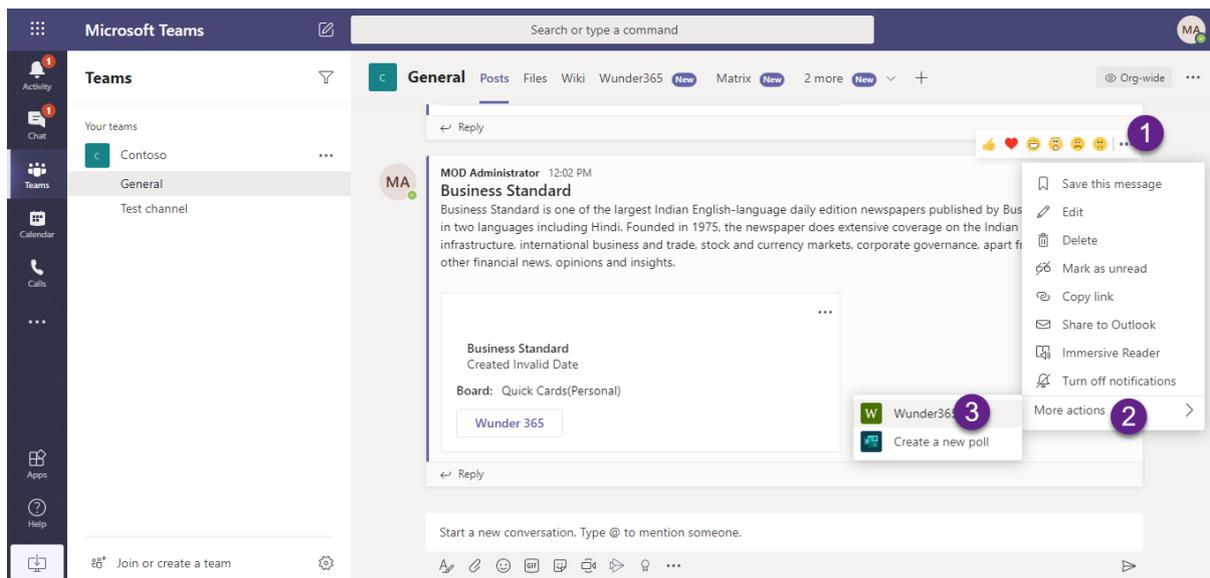
From Outlook

Outlook Add-in: <https://appssource.microsoft.com/en-us/product/office/WA200000391>



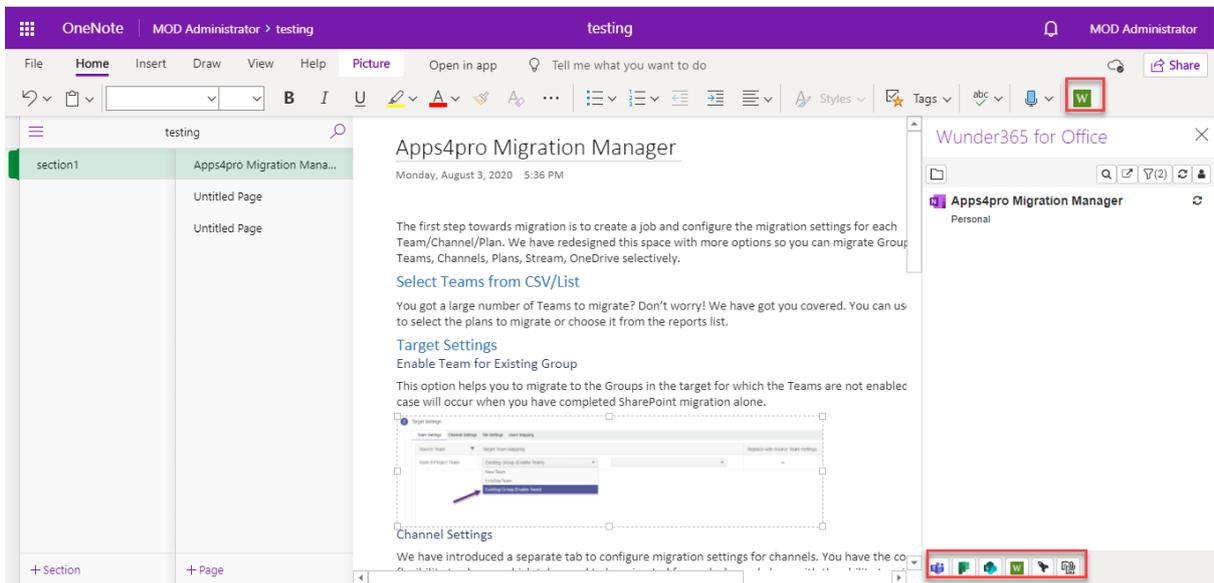
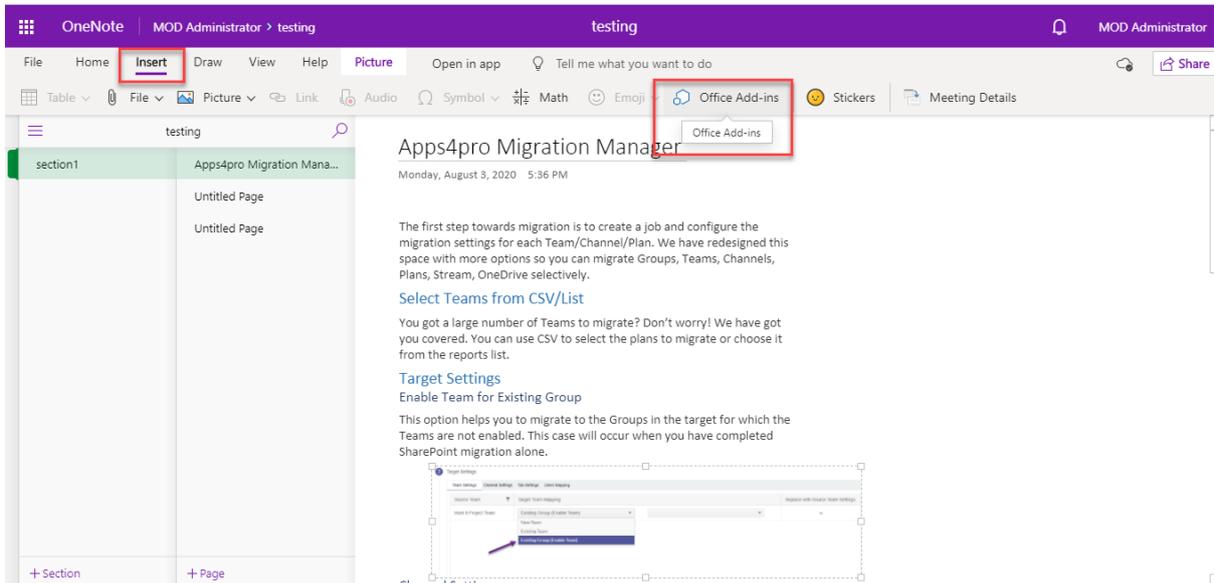
From Microsoft Teams

Teams Add-in: <https://appssource.microsoft.com/en-us/product/office/WA200000742?src=retail&tab=Overview>



From OneNote

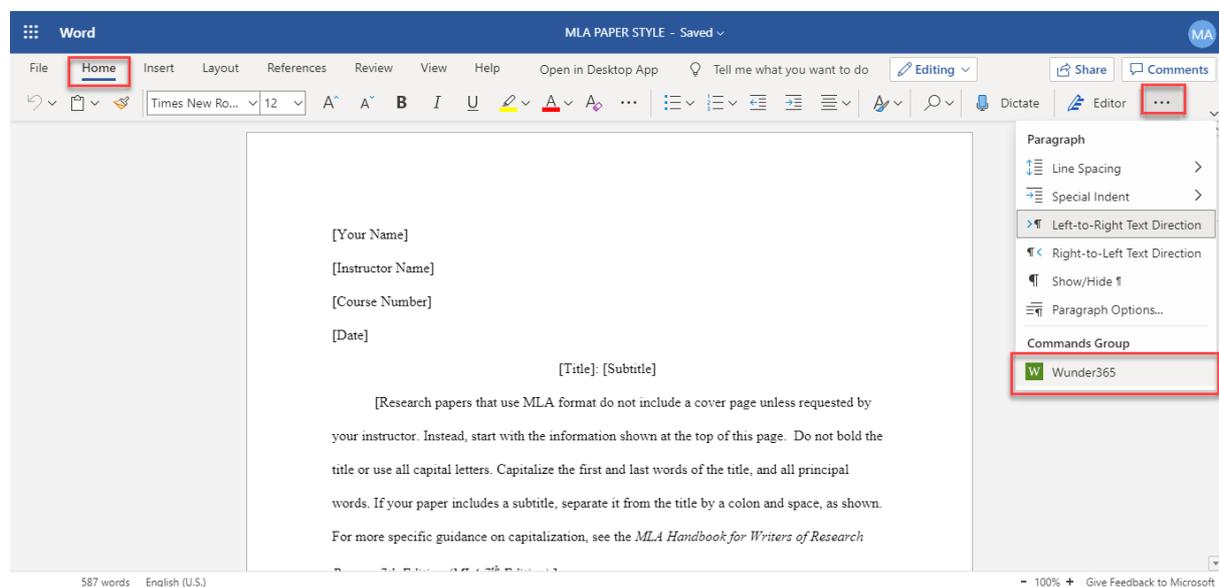
OneNote Add-in: <https://appssource.microsoft.com/en-us/product/office/WA200001529>



From Microsoft Word

Word and Excel add-in:

<https://microsoftedge.microsoft.com/addons/detail/eommjnidcefknfmhcidpgfajjifcnnkh>



Download links

Browser extension:

Edge - <https://microsoftedge.microsoft.com/addons/detail/eommjnidcefknfmhcidpgfajjifcnnkh>

Chrome -

<https://chrome.google.com/webstore/detail/wunder365/jojckjhmkpmbapphehdhccbgakmdpkdd>

Teams Add-in: <https://appssource.microsoft.com/en-us/product/office/WA200000742?src=retail&tab=Overview>

Outlook Add-in: <https://appssource.microsoft.com/en-us/product/office/WA200000391>

OneNote Add-in: <https://appssource.microsoft.com/en-us/product/office/WA200001529>

Word and Excel add-in:

<https://microsoftedge.microsoft.com/addons/detail/eommjnidcefknfmhcidpgfajjifcnnkh>

About us

Wunder365 is the brand behind Jiji Technologies Private Limited. Jiji Technologies founded in 2007 is a global leader in systems management and security solutions for Active Directory & Group Policy based environment. Headquartered in Tirunelveli, INDIA, Jiji Technologies serves customers over 60 countries. With extensive real-world knowledge and experience, Jiji Technologies maximize technology investments and achieve measurable cost savings.

Serving more than 2000 companies worldwide, Jiji Technologies offers world class support to its customers with least turnaround time for emails and Issues. Our products are easy to configure and deploy as we offer simple, efficient, and problem centric solutions with High ROI, reduce costs, and increase efficiency.

Our Achievements



Office 365 Productivity Hackathon

Apps4.Pro Planner has won 3 prizes in Office 365 Productivity Hackathon 2017 organized by DevPost.

- ✓ Winner First Place
- ✓ Best SharePoint App
- ✓ Best use of Microsoft Graph



Gartner

Gartner listed Jiji Technologies as an Active Directory Specialist in the June 06, 2014, "Market Guide for Password Management Tools"⁵.



TechEd 2012

Showcased our solution Dynamic Access Control (DAC) by Microsoft in TechEd 2012, North America. DAC solution offering has been referred by Microsoft for its customers.



Microsoft Partner

After exhibiting our competence, we are certified as Microsoft Partner - Gold Application Development on the year 2011 till date.

⁵ Gartner does not endorse any vendor, product or service depicted in its research publications, and does not advise technology users to select only those vendors with the highest ratings or other designation. Gartner research publications consist of the opinions of Gartner's research organization and should not be construed as statements of fact. Gartner disclaims all warranties, expressed or implied, with respect to this research, including any warranties of merchantability or fitness for a particular purpose.

Contact us

Reach us at below email address for more help:

sales@jijitechnologies.com

support@jijitechnologies.com

Chat with us:

<https://bot.wunder365.com/WebchatClient?webchatid=e1f9eb44-041d-4f78-9271-6d4019f436c6>