



MakeSomeBreak Application for MS Teams

User and Installation Guide

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System/Developer Requirements

Operating System

Microsoft Windows Server 2008, 2012

Server

- *SharePoint Release 2013* (Microsoft Office SharePoint Server 2013; Microsoft .NET Framework 4.5)
- *Office 365*.

Note: *This product is not compatible with SPS 2003, SPS 2010 and WSS v2.*

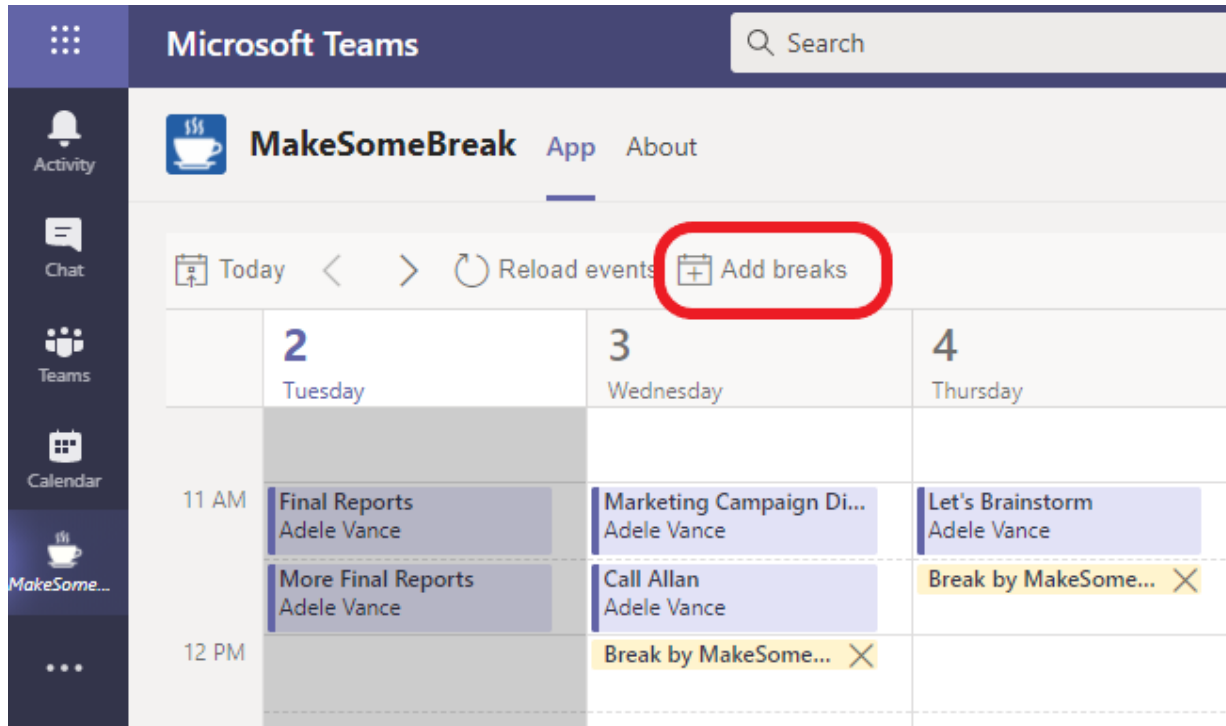
Browser

Microsoft Internet Explorer, Mozilla Firefox, Opera, Google Chrome.

Virto Kanban Board for Office 365

The MakeSomeBreak application analyses your schedule and sends blockers to secure your time for breaks in between meetings. Go forward in your calendar and add breaks for as far as you prefer.

MakeSomeBreak is a free application, you don't need the license to use it.



Installation

Step 1

Open your Teams and click three buttons icon "More added apps" on the left.

Step 2

Find the MakeSomeBreak application and click "Add to a Team".

Step 3

Select any of your Teams channels that you are going to add the app for. Click "Set up a tab".

Step 4

Now click "Add MakeSomeBreak App to your Teams Site".

Step 5

Then select MakeSomeBreak in the SharePoint store and lick "Add it" on the next step.

Step 6

Click “Continue” to confirm adding the app.

Step 7

Then click “Return to site” and “Trust it” to finish adding the app.

Step 8

When you return to your SharePoint site, find “MakeSomeBreak for Office 365” in the “Site contents”. Click the link.

Step 9

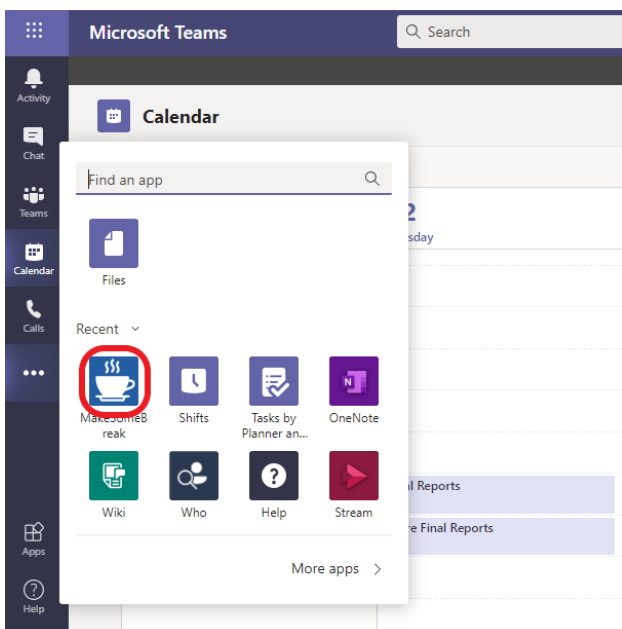
On this step, you can go back to your Teams, open the channel where you’ve decided to add MakeSomeBreak and click “Add a tab”.

Step 10

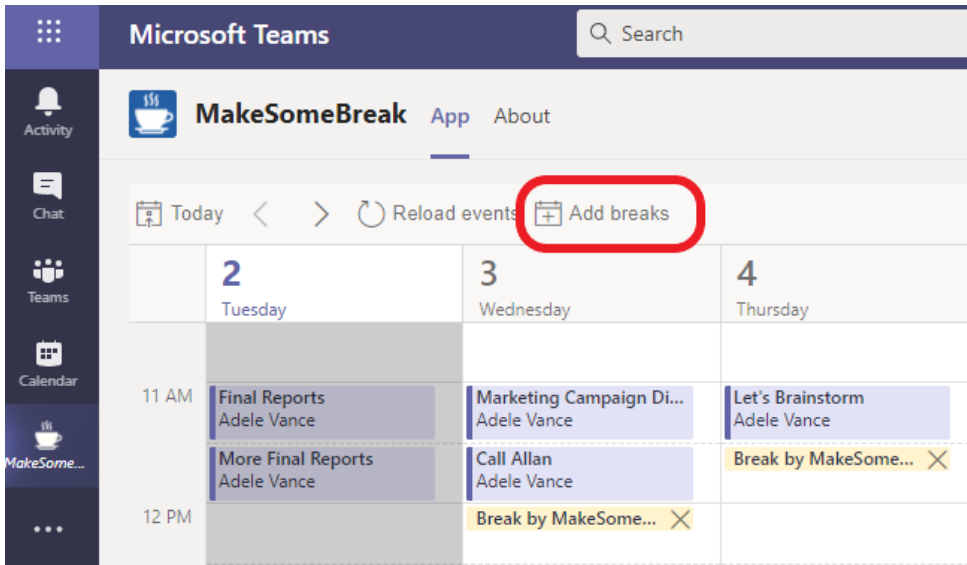
Switch to the Teams calendar. Now you’re ready to use MakeSomeBreak.

Working with MakeSomeBreak

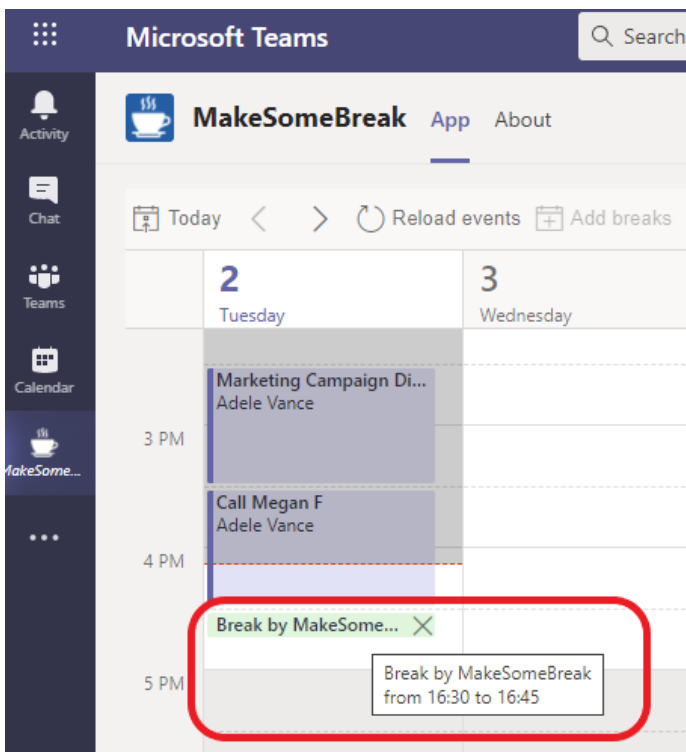
When the MakeSomeBreak application is installed, open your calendar in MS Teams. Click three dots on the right and then click MakeSomeBreak icon.



Click “Add breaks” to let the app analyze your calendar and set the time blocks after the meetings you’ve planned.



This is how the added break looks like.



Go forward as much as you need to add breaks for the future events in your calendar.

MakeSomeBreak Settings

Click the gear icon on the right to open the MakeSomeBreak settings. Here you can define length of a break or a meeting in minutes. You can also exclude events from making breaks. Define the keyword for such a case. For example, you can exclude events containing "Lunch", because you already have a rest during this time and don't need any additional breaks in this situation.

App Settings

Length of meetings, minutes *

Break length, minutes *

Excluded events

Type here parts of subjects separated by commas