

LightUp 365™

Evaluation Guide

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Introduction

Welcome to the Evaluation Guide for LightUp 365™

The goals of LightUp 365™ are to:

- Increase user adoption of Office 365.
- Actively drive usage of Office 365, for both new users and experienced users.
- Reduce your training costs for Office 365 end users.
- Reduce your help-desk incidents, especially when users have 'How do I' questions.

In this guide, you will follow specific procedures that build learning experiences and communication campaigns for Office 365 end users.

Organization Keys

In various procedures below, you will be instructed to use a combination of *Organization Name* and *Key*. The name and keys are only required to perform administrative functions. Your end users *never* need the keys, so you should not provide them the details you use as an administrator.

You should have been provided with your own combination of name and key by LightUp 365 or one of its partners. If you do not have this information, please contact support at: support@westerlymedia.com

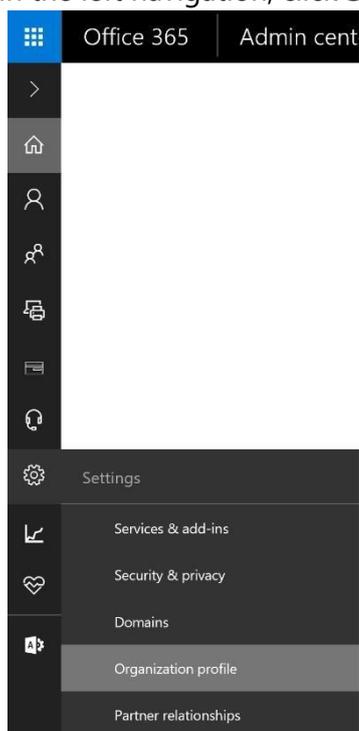
Creating Integrated App Launcher Tiles and Help Desk Links to the Training Portal

You can provide quick and easy access to the training libraries and learning paths via an Office 365 App Launcher Tile, and via the Help pane throughout all of Office 365. The Training Portal is available to all users regardless of where they are working in Office 365 (such as in Mail, Tasks, Calendars, Delve, SharePoint Sites, and so on).

Add the LightUp 365™ App Tile

The first step is to add the LightUp 365™ tile to your organization's tiles.

1. Browse to <https://portal.office.com/home>
2. Log in as a user who has administrative privileges.
3. From the **App Launcher**, click **Admin**.
4. In the left navigation, click **Settings**, and then click **Organization profile**, as shown:



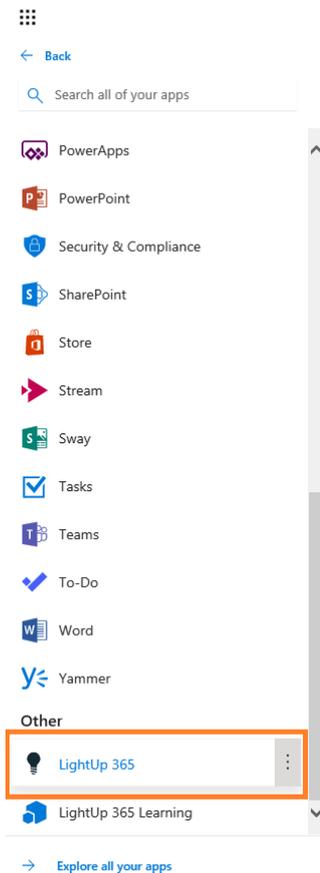
5. In the **Add custom tiles for your organization** section, click **Edit**.

NOTE: If you don't see the Custom tiles link, verify you have an Exchange Online mailbox assigned to you and you've successfully signed into your mailbox. Both are required for this feature, and you can find more information from Microsoft at:

<https://docs.microsoft.com/en-us/office365/admin/manage/customize-the-app-launcher?view=o365-worldwide#add-a-custom-tile-to-the-app-launcher>

6. Click the **+ Add a custom tile** button.
7. In the **Tile name** text box, type **LightUp 365**.
8. In the URL text box, type **https://learning.lightup365.com/Portal?ID= <YourKey>** where **<YourKey>** is the key sent to you by a LightUp365 representative. For the avoidance of doubt, your entire URL should look similar to *https://learning.lightup365.com/Portal?ID=AAA1-BBB2-CCC3-DDD4-EEE5*
9. In the **Description** text box, type **Help and training videos for Office 365**.

10. In the **Image URL** text box, type
https://lightup365.com/images/LightUp365DarkTile.png
11. Click **Save**, and then click **Close**.
12. On the **App Launcher**, click the **All Apps** link and then scroll down to the **Other** group, as shown below:



13. Verify that the **LightUp 365** item is present with the lightbulb icon.
14. Click the **LightUp 365** item and verify that the portal loads without displaying error messages.

NOTE: The first time you access the solution you will be prompted to trust it. To continue, you will need to trust the solution. For full disclosure, the trust is required to allow users to log on and then be able to have their own learning profiles and learning history assigned to them. No other data is collected or used in any other way than for building learning profiles and histories.

15. When the page has loaded and shows you the available training libraries, click any one of them (such as **Delve**).

If you see the **Activation Required** message:

- a. In the **Organization Name** text box, type the organization name provided to you by LightUp 365 or one of its partners.
- b. In the **Activation Key** text box, type the key provided to you by LightUp 365 or one of its partners.
- c. Click **Apply**

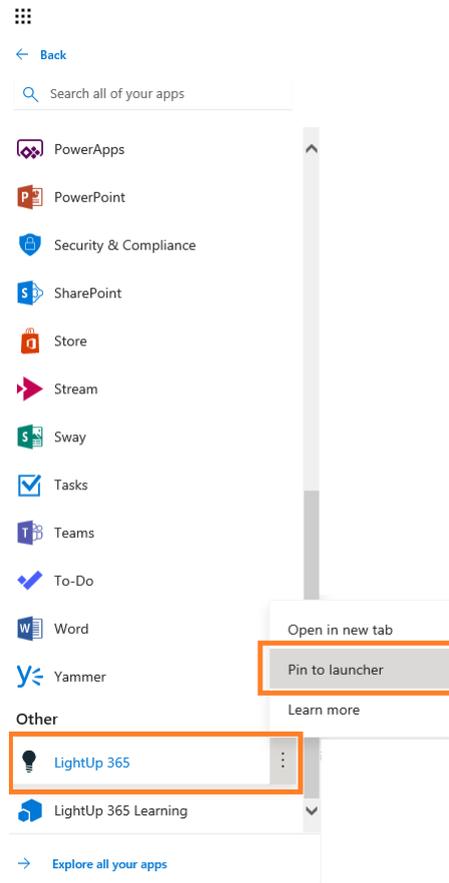
Add the LightUp 365™ Tile to the Home Tab of the App Launcher

This (optional but recommended) step is to add the LightUp 365™ tile to the **Home** tab of your app launcher. Each user is responsible for performing this action, as it cannot be automated in Office 365. Therefore, we recommend that you follow the procedure below, and when you are happy with the results then you can communicate the following steps to all your Office 365 users:

1. Browse to <https://portal.office.com/home>
2. Log in with your usual Office 365 credentials.
3. On the **App Launcher**, click the **All Apps** link and then scroll down to the **Other** group.
4. Verify that the **LightUp 365** item is present with the lightbulb icon.

NOTE: There may be another item called **LightUp 365 Learning**. If you see this, it is safe to ignore it.

5. Point to the **LightUp 365** item and then click the three dots as shown:

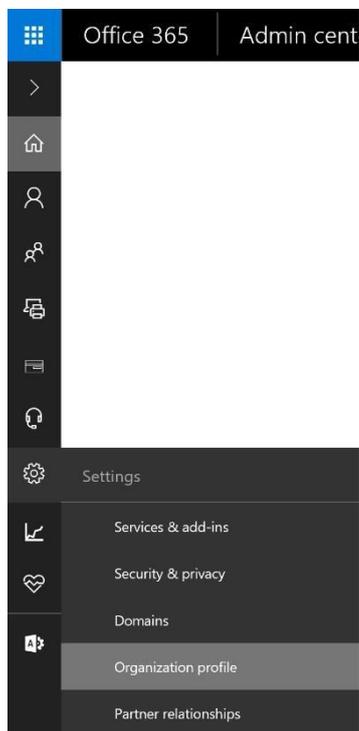


6. Click **Pin to launcher**.
7. Click the **Home** tab in the app launcher. The LightUp 365 tile will appear near the bottom of the tab.

Creating a 'How-To' Helpdesk Link in the Office 365 Help Pane

In this procedure, you will add the LightUp 365 How-To™ link as a custom help-desk application. This will add the link to the Help pane throughout all of Office 365, so that your users can use the training portal directly from the Help pane.

1. Browse to <https://portal.office.com/home>
2. Log in as a user who has administrative privileges
3. From the **App Launcher**, click **Admin**.
4. In the left navigation, click **Settings**, and then click **Organization profile**, as shown below:



5. In the **Provide customized help desk contact info** section, click **Edit**.
6. Click the slider next to **Help desk card** so that it reads **On**.
7. In the **Custom title** text box, type **LightUp 365**.
8. Uncheck the **Help desk phone** checkbox (unless you already have an independent phone number for users to call).
9. Uncheck the **Help desk email** checkbox (unless you already have an independent support email alias for users to contact).
10. Ensure the **Help desk URL** checkbox is checked, and then:
 - a. In the first text box under **Help desk URL**, type **How-To Videos**
 - b. In the second text box under **Help desk URL**, type **[https://learning.lightup365.com/Portal?ID= <YourKey>](https://learning.lightup365.com/Portal?ID=<YourKey>)** where **<YourKey>** is the key sent to you from a LightUp365 representative. For the avoidance of doubt, your entire URL should look similar to:
<https://learning.lightup365.com/Portal?ID=AAA1-BBB2-CCC3-DDD4EEE5>
11. Click **Save** and you may be notified that **'The help desk will be visible to users next time they log in'**.

Verify the LightUp 365 How-To™ Link

As notified in Office 365, you will need to log out and log back in before you see the LightUp 365 How-To™ link.

1. Near the top-right of the page, click your profile picture and then click **Sign out**.
2. When you have been signed out, close your browser.
3. Open your browser again, and browse to <https://portal.office.com/home>
4. Log in with your usual credentials.
5. Near the top-right of the page, click the **question mark** to open the help pane.
6. Verify that the **LightUp 365** section is present, and that it contains the **How-To Videos** link.
7. Click the **How-To Videos** link and verify that the Training Portal page loads without displaying error messages.
8. Leave the Training Portal page open – you will use it in the next procedure.

Controlling the Visibility of Libraries in the Training Portal

You can control the Training Portal used in the App Launcher and Helpdesk link from LightUp Studio.

1. On a new tab, browse to <https://studio.lightup365.com>
2. In the **Organization or Login Name** text box, type the organization name provided to you by LightUp 365 or one of its partners.
3. In the **Organization Key or Password** text box, type the key provided to you by LightUp 365 or one of its partners.
4. Click **Log In**.
If you have entered the credentials correctly, you will see various sections on the home page (depending on which edition you have been set up with).
5. In the **Libraries** section, click a library you want to hide from the portal (such as **SharePoint Designer**).
6. Click the **Visibility** tile.
7. Uncheck the **Visible** checkbox, and then click **Save**.
8. Switch to the tab where the training portal is running from the previous procedure, and near the top of the page click the **All Libraries** home icon. This refreshes the list of libraries. Note that the library is no longer visible.
9. Leave the Training Portal page running and switch back to LightUp Studio.
10. In the **Libraries** section, click the same library you previously hid.
11. Click the **Visibility** tile.
12. Check the **Visible** checkbox, and then click **Save**.
13. Switch to the Training Portal, and near the top of the page click the **All Libraries** home icon. This refreshes the list of libraries. The library you chose is now visible again.

Managing Library Grouping in the Training Portal

By default, the libraries in the user training portal are arranged into groups (such as Office 365 Core, Office 2016, Microsoft Windows, and so on). However, you have complete control over the groups and the order in which they are displayed. You can also create your own groups. In this section, you will learn how to create groups, delete groups, and re-order groups.

Create a New Group

1. In LightUp Studio, in the **Libraries** section, click **Manage UI Grouping**. You will see the existing default groups.
2. Click **Add New Group**.
3. In the **New Group Name** text box, type **New Employee Training**, and then click **Save**.

Add Libraries to the New Group

A group that does not contain any libraries is hidden from the end user, so the next step is to add one or more libraries to the group.

1. In the breadcrumb control near the top of the page, click **Home**.
2. In the **Libraries** section, click a library (such as Skype for Business).

4. Click the **Visibility** tile.
5. In the **Library Group** section, select **New Employee Training** from the dropdown list, and then click **Save**.
6. Switch to the Training Portal, and near the top of the page click the **All Libraries** home icon. This refreshes the list of libraries. The new group is now visible and contains the library you just added to it.

Reorder Groups

1. In the breadcrumb control near the top of the page, click **Home**.
2. Click **Manage UI Grouping**.
3. Click **Manage Group Order**.
4. Select the **New Employee Training** item and then click the upwards point arrow two times.
5. Click **Save**.

You will see that the new group has moved up two places in LightUp Studio.

6. Switch to the Training Portal, and near the top of the page click the **All Libraries** home icon. This refreshes the list of libraries.

The new group has also been moved up in the end user portal.

Rename Groups

1. Switch back to LightUp Studio.
2. In the breadcrumb control near the top of the page, click **Home**.
3. Click **Manage UI Grouping**.
4. Click the pen icon to the left of the **New Employee Training** item.
5. In the **Group Name** text box, change the text so that it reads **New Employees** and then click **Save**.
6. Switch to the Training Portal, and near the top of the page click the **All Libraries** home icon. You will see that the group has been renamed.

Delete Groups

You can only delete a group if it does not contain any libraries, so the first step is to remove the library you added to the new group.

1. Switch back to LightUp Studio.
2. In the breadcrumb control near the top of the page, click **Home**.
3. In the **Libraries** section, click the library that you added to the New Employees group.
4. Click the **Visibility** tile.
5. In the **Library Group** section, select **Office 2016** from the dropdown list, and then click **Save**.
6. In the breadcrumb control near the top of the page, click **Home**.
7. Click **Manage UI Grouping**.
8. Click the trashcan icon to the right of the **New Employees** item.
9. Click **Yes**.

The group is now deleted.

Library Administration

To Create a Library

1. Switch to LightUp Studio, and in the breadcrumb control click **Home**.
2. In the **Libraries** section, click **Add New Library**.
3. In the **Library Name** text box, type **Onboarding** (or any other name you want).
4. Optionally, in the **Description** text box type a description (such as **Training for New Employees**).
5. In the **Group** dropdown list, select a group where you want the new library to appear in the end user training portal.
6. Click **Save**.
The new library is now included in the **Libraries** section.
7. Switch to the Training Portal, and near the top of the page click the **All Libraries** home icon. You will see that the new library is visible.

To Edit a Library

1. In the **Libraries** section, click **Onboarding** (or whatever you called your new library in the previous procedure).
2. Click **Edit**.
3. Make any changes you want to for the **Library Name** or **Description**, and then click **Save**.
4. In the breadcrumb control, click **Home**.

To Delete a Library

NOTE: You can only delete libraries that you have created.

1. In the **Libraries** section, click **Onboarding** (or whatever you called your new library).
2. Click the **Delete** tile.
3. Read the message, but in this case click **No**.
You will continue to work with the library in further procedures.

Video Administration

To Edit Video Metadata

1. In the **Libraries** section, click **SharePoint Sites** (or any other library).
2. Click the **Asset Bin** tile.
3. Click the **Edit** icon to the left of any video.
4. Review the options available to you.

Note: Search Tags can be used to add additional tags, although the entire contents of the Transcript text box is also used in search. The difference between the two is that the text in the Transcript text box is also displayed when the user clicks the Transcript button while they are watching a video.

5. In the breadcrumb control, click **Home**.

To Upload New Videos

1. In the **Libraries** section, click **Onboarding** (or whatever you called your new library).
2. Click **Asset Bin**.
3. Click **Add your own content**.
4. In the **Add a new asset** section, click **Upload**.
5. Browse to a video file that you want to upload, and select it.

NOTE: MP4 formats or other HTML5-compliant videos are the best formats to work with.

6. Click **Open**.
7. Click **Save**, and wait until the video has been uploaded.
8. Click the **Edit** icon to the left of your new video.
9. Edit the **Friendly Name** text box, and then click **Save**.
10. In the breadcrumb control, click **Home**

To Link to Existing Videos

1. In the **Libraries** section, click **Onboarding** (or whatever you called your new library).
2. Click **Asset Bin**.
3. Click **Add your own content**.
4. In the **Add a new asset** section, click **Link**.
5. In the **Friendly Name** text box, type a name.
6. In the **URL** text box, type the URL to a video that is accessible in a Web browser. For example, the video may be in a SharePoint document library or similar location.
7. Click **Save**.

NOTE: If you plan on sharing a video as part of a learning campaign, you should consider using the **Upload** approach rather than this **Link** method. Otherwise, the video may not be accessible to all users.

To Embed Videos from External Systems

In this procedure, you will use a YouTube video as an example but you can use any other system that supports embed codes.

1. In a new browser tab or window, browse to <http://www.youtube.com>
2. Search for a suitable training video for Office 365.
3. Beneath the video, click **Share**.
4. Click **Embed**.
5. Press CTRL+C to copy the embed code to the clipboard.
6. Switch back to LightUp Studio.
7. In the **Libraries** section, click **Onboarding** (or whatever you called your new library).
8. Click **Asset Bin**.
9. Click **Add your own content**.
10. In the **Add a new asset** section, click **Embed**.
11. In the **Friendly Name** text box, type a name.
12. In the **Embed Data** text box, paste the embed code that you copied from YouTube.
13. Click **Save**.

NOTE: If you plan on sharing an embedded video as part of a learning campaign, you should ensure the source system is accessible. For example, YouTube will work fine, but if your system is an internal-only solution it may be better to use the **Upload** approach rather than this **Embed** method.

Learning Path Administration

Learning paths are a collection of videos that you want your users to learn from together. LightUp Studio already includes many different learning paths, most of them organized to teach users how to perform related tasks in Office 365.

You can create your own learning paths, and you can even modify the ones included in LightUp Studio.

To Create a Learning Path

1. In the **Libraries** section, click **SharePoint Sites** (or any other library).
2. Click the **Learning Paths** tile.
3. Click **Add Learning Path**.
4. In the **Learning Path** name text box, type **A Quick Primer** 5. In the **Description** text box, type **A few simple 'how-to' videos**
6. Click **Save**.
7. In the right-hand pane, check the checkboxes for at least *four* videos.
8. Click the left pointing arrow to move the selected videos to the left-hand pane.
9. Click **Save**.

You now have a new learning path that will be visible when users browse a library. You can also use the learning path in a campaign, as described previously in this evaluation guide.

To Edit a Learning Path

1. Click the **Edit** icon to the left of your new learning path.
2. Check the checkbox for the final video in the learning path, and then click the right-pointing arrow to remove it from the left-hand pane.
3. Check the checkbox for the first video in the left-hand pane, and then click the downward pointing arrow to move the selected video down the list.
4. Click **Save**.

Changes to learning paths are reflected immediately to end users.

To Use Content Channeling in a Learning Path

1. Click the **Edit** icon to the left of your new learning path.
2. In the right-hand pane, in the **Source Library** dropdown list, select a different library. The video list in the right-hand pane is updated.
3. In the right-hand pane, check the checkboxes for a few videos.
4. Click the left pointing arrow to move the selected videos to the left-hand pane.
5. Click **Save**.

Note: You can channel content from any library to any other this way, even for libraries that you may have created. This enables you to build specific learning paths for different groups of users who may require tailored training depending on their roles.

To Delete a Learning Path

Note: You can only delete Learning Paths that you have created.

1. Click the **Delete** icon to the right of your new learning path.
2. When prompted, click **Yes**.

NOTE: Only the definition of the learning path is deleted. The assets that may have been contained in the learning path still remain in the asset bins of their respective libraries.

To Hide a Learning Path

1. In the breadcrumb control click **Home**.
2. In the **Libraries** section, click **SharePoint Sites**.
3. Click **Learning Paths**.
4. Click **My Sites**.
5. Uncheck the **Visible** checkbox.
6. Click **Save**.

Note: The only effect of hiding a learning path is that it is not visible when a user is browsing a library.

To Unhide a Learning Path

1. In the breadcrumb control click **Home**.
2. In the **Libraries** section, click **SharePoint Sites**.
3. Click **Learning Paths**.
4. Click **My Sites**.
5. Check the **Visible** checkbox.
6. Click **Save**.

To Reorder Learning Paths

1. In the breadcrumb control click **Home**.
2. In the **Libraries** section, click **SharePoint Sites**.
3. Click **Learning Paths**.
4. Click **Reorder Learning Paths**.
5. Select the **All New SharePoint Experience** item.
6. Click the downward-pointing arrow three times, and then click **Save**.

Creating Learning Campaigns

Learning campaigns are a way to drive usage of Office 365 by communicating training to your users, even if they are not yet using Office 365. In effect, you can encourage users to learn and then practice specific actions by surfacing learning campaigns to them via email, social networks, or any other external system you choose.

To Create a Learning Campaign Based on an Entire Library

1. Switch to LightUp Studio, and in the breadcrumb control click **Home**.
2. In the **Libraries** section, click a library tile of your choice.
3. Click the **Integration** tile.
4. In the **Public Sharing** section, next to the URL click the **Copy** button. You may be prompted to allow access to the clipboard.
5. You can now email the link you have copied, or include it in a Yammer post (or even a tweet).
6. To test the link, open a new tab or browser window, and paste it into the address bar.
NOTE: You may need to provide your Office 365 credentials and you may be prompted to trust the application if you haven't already done so.

To Create a Learning Campaign Based on a Learning Path

1. Switch to LightUp Studio, and in the breadcrumb control click **Home**.
2. In the **Libraries** section, click a library tile of your choice (such as **SharePoint Sites**).
3. Click the **Learning Paths** tile.
4. Locate a learning path of your choice, and near the right side of the page click the **Integration Points** icon.
5. In the **Public Sharing** section, next to the URL click the **Copy** button. You may be prompted to allow access to the clipboard.
6. You can now email the link you have copied, or include it in a Yammer post (or even a tweet).
7. To test the link, open a new tab or browser window, and paste it into the address bar.

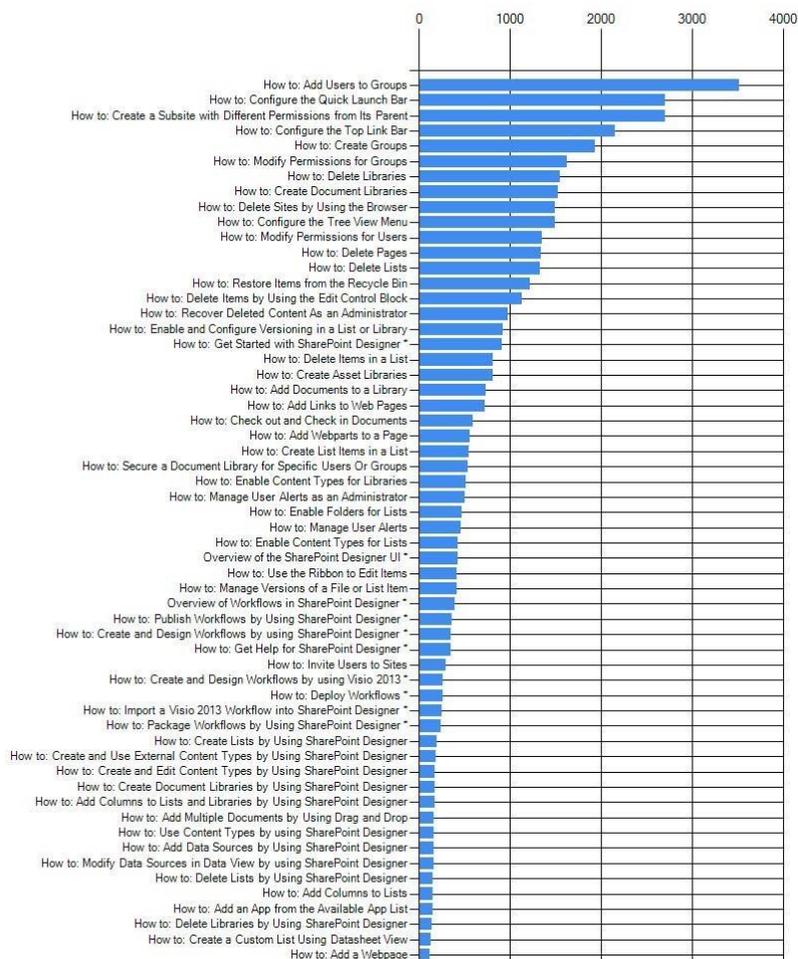
To Create a Learning Campaign Based on an Individual Video

1. Switch to LightUp Studio, and in the breadcrumb control click **Home**.
2. In the **Libraries** section, click a library tile of your choice (such as **Sites**).
3. Click the **Asset Bin** tile.
4. Locate a video of your choice, and near the right side of the page click the **Integration Points** icon.
5. In the **Public Sharing** section, next to the URL click the **Copy** button. You may be prompted to allow access to the clipboard.
6. You can now email the link you have copied, or include it in a Yammer post (or even a tweet).
7. To test the link, open a new tab or browser window, and paste it into the address bar.

Tracking & Analysis

In brief, every single view of every single video by every single user is tracked. This data provides the basis for our rich analytics and reporting features. It's unlikely that you will have generated much data so far if you are evaluating the product, but do feel free to explore the analysis features. Out of interest, the most commonly-run reports are:

1. **User Tracking Analysis.** A full log of each user and the videos they have watched is analyzed. The data for each user can be viewed as a timeline or as a list.
2. **Content Usage Reports.** The most interesting sub feature is the Histogram, where you can see the most-frequently watched videos. A typical usage pattern shows high usage for some topics, and a long tail of less-frequently watch videos, similar to the following real data from one of our larger customers:



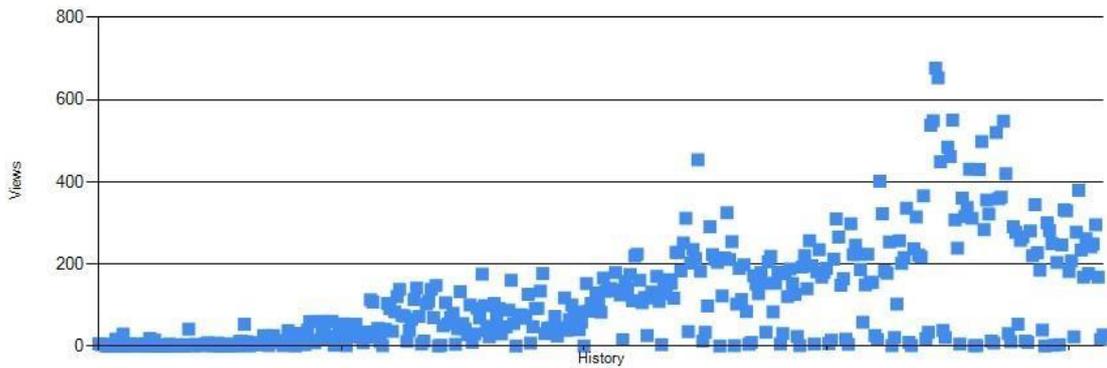
Note: The report is curtailed to fit on this page.

3. **Content Usage Timeline Report.** This extremely interesting piece of analysis shows the actual adoption of *our* solution over time. The following timeline is again real data from one of our larger customers:

Usage Timeline

All Time Past Year Past Six Months Past Month Past Week

Click a data point to view details



Note: Each dot represents a single day. This particular set of data represents a little under two years' worth of usage. The dots are also clickable, and will display a list of users and the videos that they watched on that particular day.

4. **Export All Activity.** This feature generates a CSV file that can be opened directly in Excel for further analysis. It contains each view of each video by every single user.

Branding

You can brand the external page that is used in learning campaigns, and the external Training Portal page that is used in custom App Launcher tiles and Helpdesk links.

To Apply Your Own Branding for the End User Experience

1. Switch to the training portal.
2. Near the top-right of the page, click the menu, and then click **About**. The default branding is displayed. It includes:
 - a. A company name.
 - b. A logo, which is also a link to an external Web site.
 - c. A tagline.
 - d. Subtext.
 - e. An image to the left of the page that consists of a wall of light glass windows. All of these items are customizable.
3. Switch back to LightUp Studio and in the breadcrumb control click **Home**.
4. Scroll down until you can see the **Branding** section.
5. In the **Company Name** text box, type your company name.
6. In the **Logo Link** text box, type a URL to your company Web site. NOTE: You must include http:// or https:// for this URL.
7. In the **Tag Line** text box, type a few words that you want to use as a tag line. Hint: The default tag line is ***Light Up The Cloud — Drive adoption & usage for Office 365***
8. In the **Subtext** text box, type a few words you want to use a subtext.
Hint: The default subtext is ***The best 'Just-in-Time Learning' for Office 365 users***
9. Click **Save** before continuing.
10. Click the ellipsis button to the right of the **Logo Image** text box.
11. Click **Browse** and then locate a logo image with the approximate dimensions indicated. Then click **Save**.
12. If you have an image that you would like to use in place of the light glass windows image, click the ellipsis button to the right of the **Spotlight Image** text box.
13. Click **Browse** and then locate an image with the approximate dimensions indicated. Then click **Save**.
14. Switch back to the training portal, and refresh the page.
15. Near the top-right of the page, click the menu, and then click **About**. Your custom branding is displayed.

To Apply Color Schemes

1. Switch back to LightUp Studio, and scroll down to the Branding section.
2. In the **Pick a Portal Color Scheme** section, click a different scheme to the one that is already selected.
3. Switch back to the training portal, and refresh the page. The color scheme has been applied.

To Apply Custom Office 365 Links and Help Desk Links

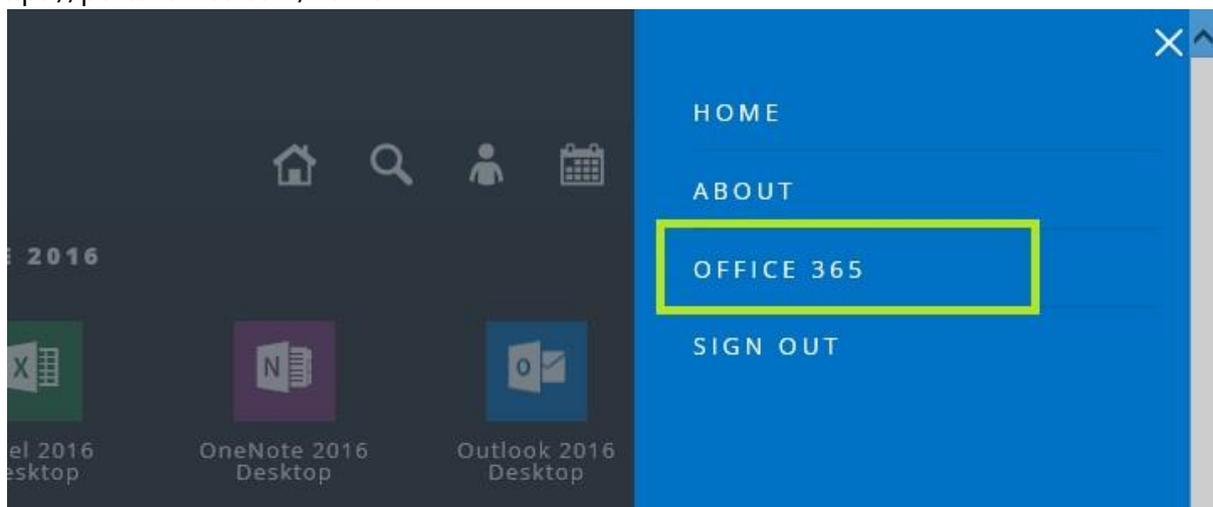
The **Branding** section in LightUp 365 enables you to provide a further link to a help desk or support system if your organization has one. It also enables you to provide a custom URL for your Office 365 landing page. To apply either of these links, you simply need to enter them in the appropriate text boxes in the **Branding** section.

NOTE: For either of these URLs, you must include `http://` or `https://` in the URLs.

If you apply the **Help Desk Link** URL, a new icon will appear at the top of the end user training portal, as shown:



If you apply the **Office 365 Portal Link** URL, the menu item (shown below) in the end user training portal will point to that location. Otherwise, it will point to the default of `https://portal.office.com/home`.



Managing Administrative Users for LightUp Studio™

You do **not** need to create user accounts for *end users* of LightUp 365. Any user who accesses the training portal will be automatically logged in with their Office 365 account in a single sign-on environment. However, you *may* wish to create additional *administrative* users to help delegate administration tasks in LightUp Studio.

To Create an Administrative User

1. Switch to LightUp Studio, and scroll down to the **Administrative Accounts** section. By default, there are no accounts set up, and you have been using the *Organization Login* so far in this guide.
2. Click **Add Account**.
3. Near the top of the page, in the **Account Name** text box, type a user name (such as Melissa) or an email address if you prefer (such as melissa@westerlymedia.com).
4. Note that the Account Key (or in other words the password) is automatically created. Make a note of this key here:

-
5. In the **Direct Permissions** section, check the **Run Analytics/Reports** checkbox and the **Create New Libraries** checkbox.
 6. In the **Library Access** section, check only the **Delve** checkbox.
 7. Near the bottom of the page, click **Save**.
The new account is created.
 8. Near the top left of the page, click **Log Out**.
 9. Log in with the new user's name and key.
 10. Note that the user can now only see and manage the **Delve** library, and that they can create new libraries if they need to. They can also run any of the analytics and reports.
 11. Near the top left of the page, click **Log Out**.

To Edit an Administrative User

1. In the **Organization or Login Name** text box, type the organization name provided to you by LightUp 365 or one of its partners.
2. In the **Organization Key or Password** text box, type the key provided to you by LightUp 365 or one of its partners.
3. Scroll down to the **Administrative Accounts** section.
4. Click the pen icon to the left of the user you created.
Note that you can add or remove any permissions.
5. Near the bottom of the page, click **Cancel**.

To Delete an Administrative User

1. Click the trashcan icon to the left of the user you created.
2. Click **Yes**.

The user has now been deleted.

Building a Learning Center with LightUp Studio™

If you have SharePoint sites as part of your Office 365 subscription, we recommend that you create a full learning center. This should take you much less than an hour to create an extremely comprehensive experience for your users, so it is well worth the effort. The first step you will need to perform is to log into LightUp Studio™

To Create a Learning Page in a SharePoint Site

1. In LightUp Studio™, in the **Libraries** section, click the **SharePoint Sites** tile.
2. Click the **Integration** tile.
3. In the **Embed in a SharePoint Learning Center** section, click **Embedded Application**. A client-side dialog appears.
4. Click into the large text box, and then press CTRL+A to select the entire contents of the box.
5. Press CTRL+C to copy the text to the clipboard, and then close the clientside dialog.
6. In a new tab or browser window, log into and navigate to a SharePoint site where you want to build a learning center.
7. On the **Settings** menu, click **Site contents**.
8. Near the bottom of the page, in the **Contents** list, click **Site Pages**.
9. Click **New**. If you are using the modern-style SharePoint UI, then also click **Wiki Page**.
10. Type a name for the page, such as **SharePointTraining**.
11. Click **Create**.
A new blank page is created and shown in edit mode.
12. On the ribbon, click the **Insert** tab.
13. On the ribbon, click **Embed Code**.
14. Ensure the cursor is in the large text box, and then press CTRL+V to paste the code you previously copied.
15. Click **Insert**.
16. On the ribbon, click **Save**.
17. Make a note of the page URL in the table on the following page. You will need it later in this exercise.

Page URL: _____

To Activate your Subscription

If you see the **Activation Required** message, follow the steps below. If you don't see the message, then you can continue with the procedure called *To Create Additional Learning Pages in the SharePoint Site*)

1. In the **Organization Name** text box, type the organization name provided to you by LightUp 365 or one of its partners.
2. In the **Activation Key** text box, type the key provided to you by LightUp 365 or one of its partners.

NOTE: These are the same details that you used to log into LightUp Studio™

3. Click **Apply**.
If activation is successful you will simply see a list of Learning Paths for the Sites library. Otherwise you will be presented with an appropriate error message.

To Create Additional Learning Pages in the SharePoint Site

1. Repeat the steps in the procedure named *To Create a Learning Page in a SharePoint Site* for any other libraries that you want to include in your learning center.
2. Ensure you make a note of each page URL in the table on the previous page

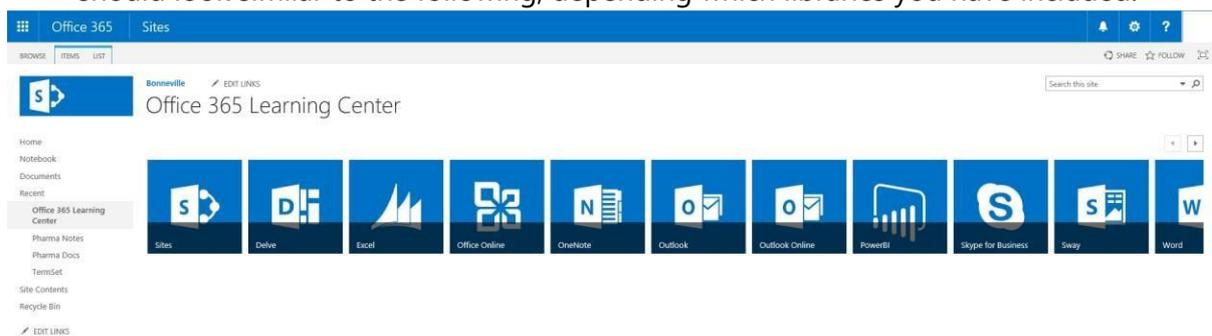
To Create a Learning Center UI

1. In your SharePoint site, click the **Settings** menu and click **Add an app**.
2. Near the top of the page, in the **Find an app** text box type **Promoted** and then press [Enter].
3. In the search results, click **Promoted Links**.
4. In the dialog, in the **Name** box, type **Office 365 Learning Center**.
5. Click **Create**.
6. In the **Lists, Libraries, and other Apps** section, click the new **Office 365 Learning Center**.
7. Click **All Promoted Links**.
8. Click **new item**.
9. In the **Title** textbox, type **SharePoint**
10. Leave the SharePoint page open and switch to LightUp Studio (in a different tab or browser window).
11. Near the top of the page, in the breadcrumb control click **Home**.
12. In the **Resources** section, click **Image Resources**.
13. Select the URL in the text box next to the SharePoint logo, and then press CTRL+C to copy it to the clipboard.
14. Switch back to your SharePoint site.
15. In the **Background Image Location** text box, press CTRL+V to paste the URL.
16. In the **Type the description** text box, type **Help and Training for SharePoint**
17. In the **Description** text box, type **Help and Training for SharePoint**

18. In the **Link Location** text box, enter the Page URL for the appropriate page you noted in the table on page 3.
19. In the **Type the description** text box, type **Help and Training for SharePoint**
20. In the **Launch Behavior** dropdown list, select **In page navigation**.
21. In the **Order** text box, type **1**
22. Click **Save**.
23. Repeat steps 8 through 22 to include additional links to each of pages you noted in the table on page 22.

NOTE: Use the appropriate image URL from LightUp Studio, and use appropriate descriptions for each link that you add. Also, increment the number you type in the **Order** text box each time.

24. When you have added all links, near the top of the list click the **Tiles** link. The result should look similar to the following, depending which libraries you have included:



25. Navigate to the home page in your SharePoint site.
26. On the **Settings** menu, click **Edit page**.
27. Place the cursor in the top section of the page.
28. On the ribbon, click the **Insert** tab.
29. Click **Web Part**.
30. In the **Parts** section, click **Office 365 Learning Center**.
31. Near the right of the screen, click **Add**.
32. On the ribbon, click **Save**.
33. Test each tile link, and make any alterations you want. For example, you may have alternative images for the tiles.

NOTE: You may also want to include the Office 365 Learning Center Web Part at the top of each of your learning pages to ensure navigation between topics is easy for learners.

The learning center is now complete!

Installing and Configuring the Microsoft Teams App

If you would like your users to access the same learning experience via an app in the Microsoft Teams environment, you can add the app very easily. The steps are contained in a separate guide that is located at: [http://www.lightup365.com/guides/Installing the CoreView Teams App.pdf](http://www.lightup365.com/guides/Installing%20the%20CoreView%20Teams%20App.pdf)

Feedback and Support

We are always interested in feedback on the quality of documents and solutions that we produce. If you have any comments or need assistance in any way please contact support@westerlymedia.com. Thank you!