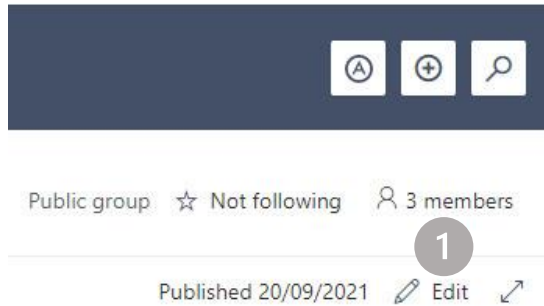


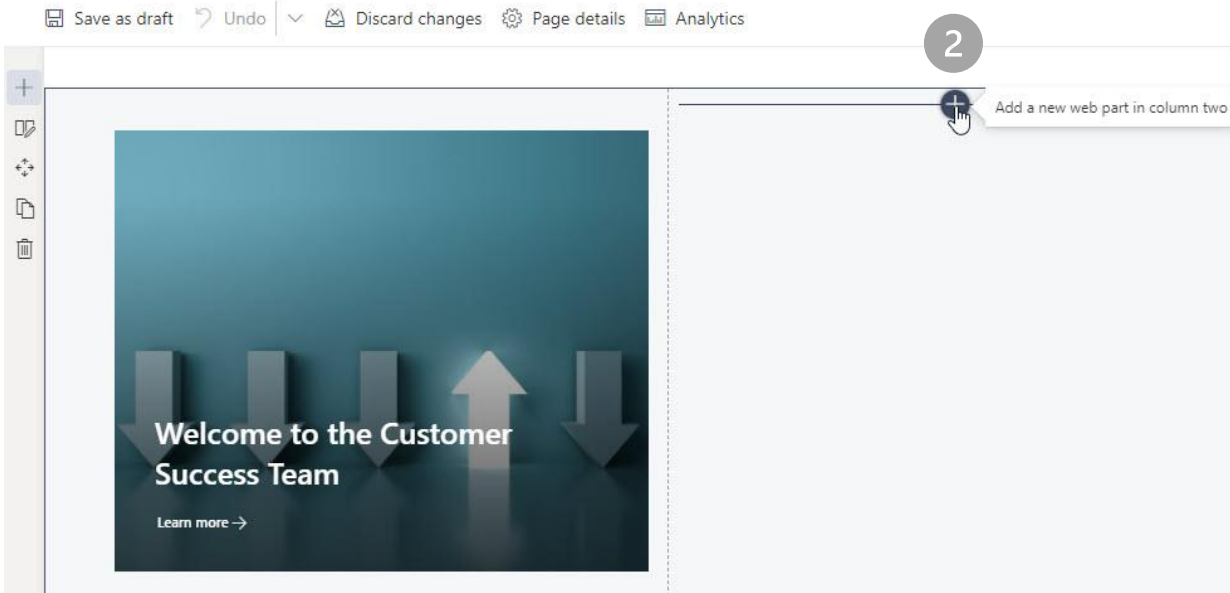
Adding My ConneX Webpart to an Atlas page



Adding My ConneX

1

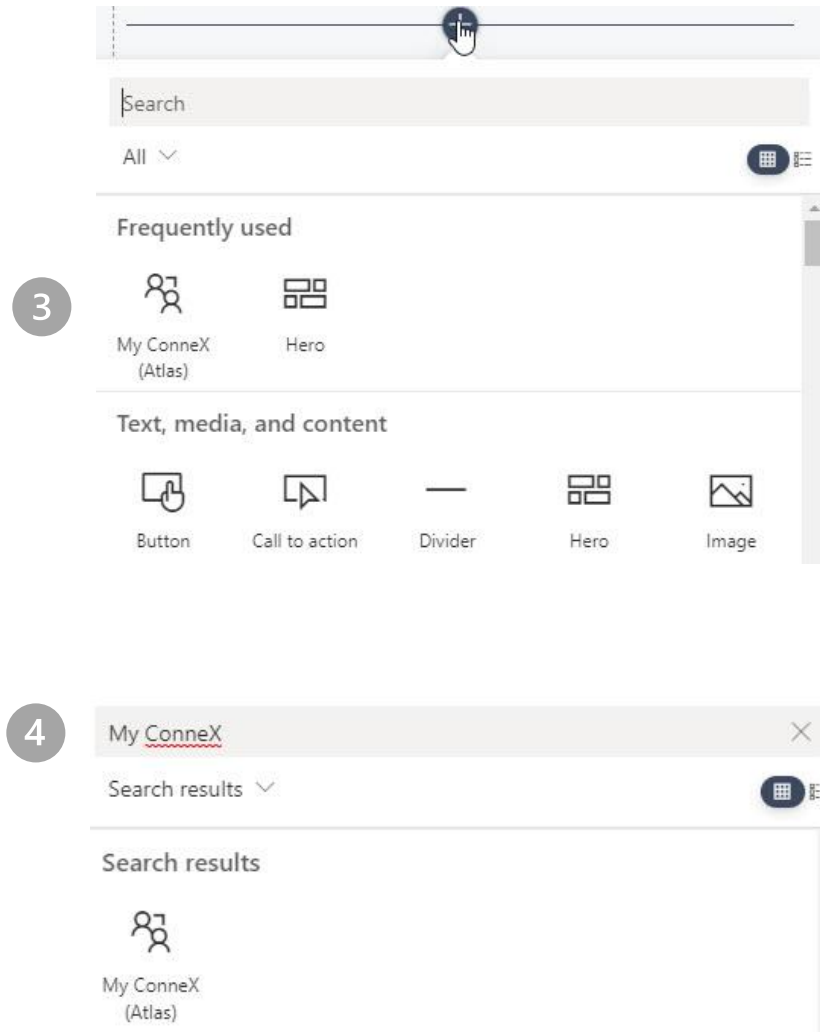
- How to add My ConneX?
- Within the page you wish to add the webpart, select Edit.
 - This will put the page into edit mode



2

- This example has 2 columns, in the empty column select the + symbol to add a new webpart

Adding My ConneX Webpart to an Atlas page



Adding My ConneX

3

Choosing the Webpart:
 - If you have used My ConneX recently it will be displayed in the frequently used

4


To search for the webpart:
 - Enter My ConneX in the search box
 - This webpart will now be displayed

Adding My ConneX Webpart to an Atlas page

5 My ConneX

- Bank of Laska - Bid Home ERP Integration
- Bank of Laska - Bid Home Atlas Digital W...
- MB Matter 101 for Bank of Laska
- DT Document Templates
- ISO 19650
- WB World Bank Main Workspace
- QC QMS Content
- Bank of Laska Intellectual Property Dispute
- BF Best Fitout
- Albright Cleaning Services

6



Knowledge

Bank of Laska - Bid Home ERP Integration

Bank of Laska - Bid Home ERP Integration

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Adding My ConneX – List View (Default)

5

- My ConneX
- The default display mode is List view
- Select a workspace to launch within Teams

6

- To view the ConneX card
- Hover over the workspace name
- The ConneX card is then displayed
- Choose to open in the associated Microsoft Application for that workspace

Adding My ConneX Webpart to an Atlas page

7 Layout options

ConneX Layout



Display mode

Card

Row

Show 'New' button

Off

Show search box

Off

Show filters

Off

Show sorting options

Off

Show results

On

8

My ConneX



Knowledge

Bank of Laska - Bid Home ERP Integration

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Adding My ConneX – Card View

7

My ConneX Layout

- The default display mode is List view
- To change this you can select card

8

Results

- The list of ConneX workspaces is now displayed in card format. One below the other fitting into the section of the page.
- Choose to open in the associated Microsoft Application for that workspace