Kudos Board Guidelines

Kudos Board Link：

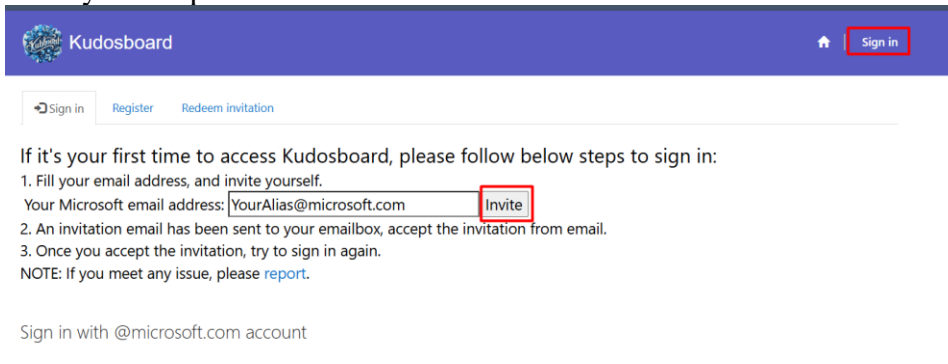https://kudosboard.powerappsportals.com

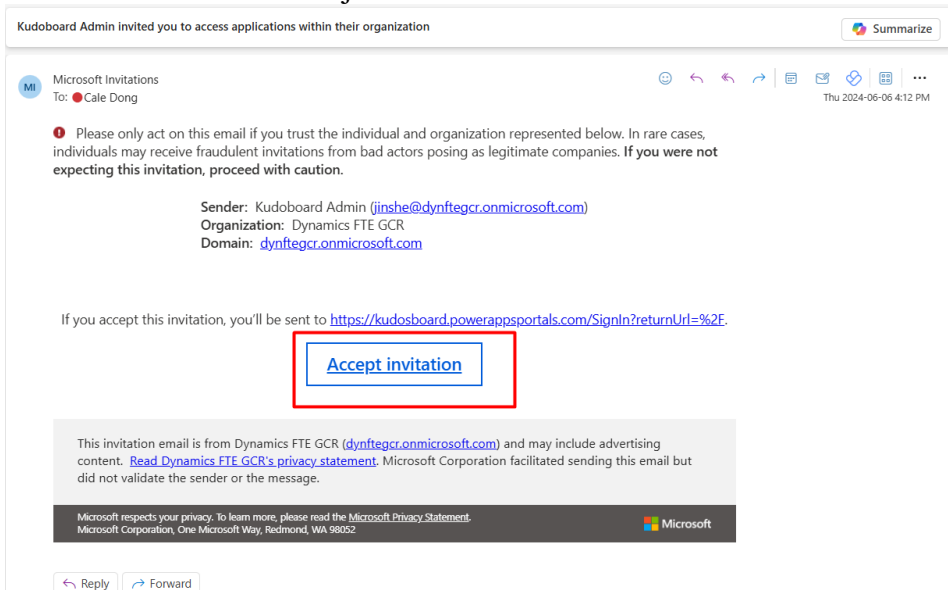## Which account to use when registering or logging in:

Corporate Account (@microsoft.com)

Registration

1. Click the Sign in button.
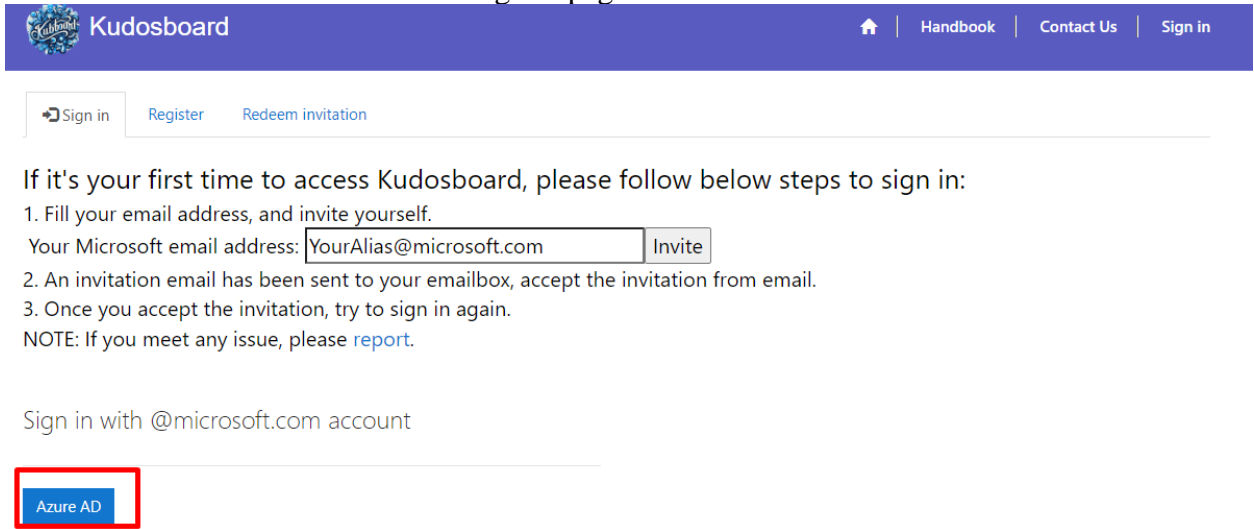2. Enter your corporate account and click the invite

3. You will receive an email just like this:

4. Click the "Accept invitation" and you will be navigated back to the "Sign in" page. Click the "Azure AD" to sign in.
5. Since this is your first time accessing this portal, you need to check your profile and update it.
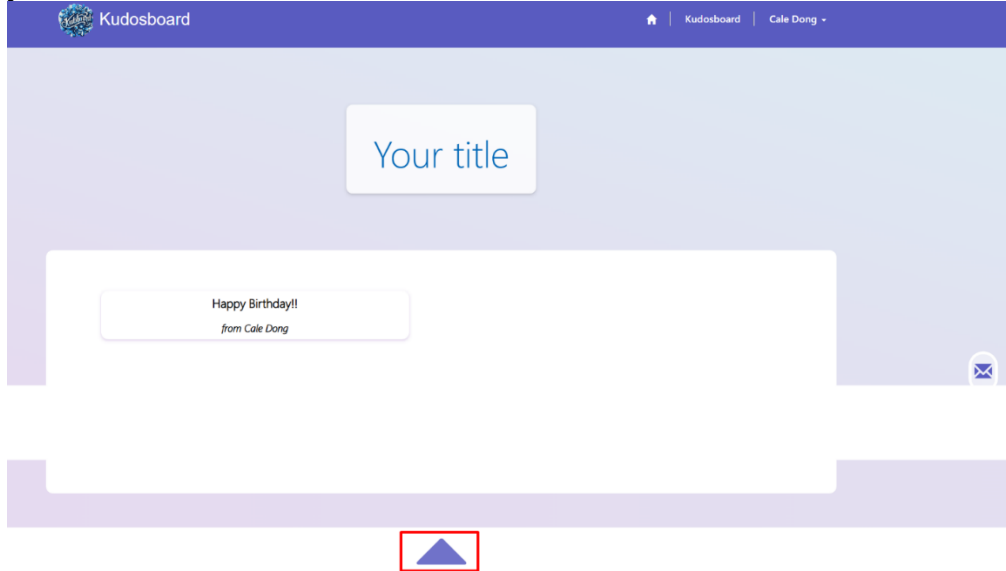
How to Sign in Kudos board

1. Click the "Azure AD" button in the Sign in page

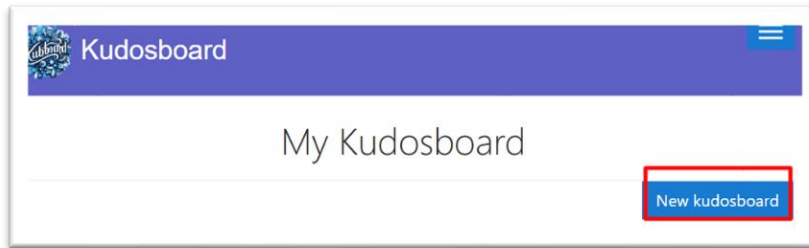2. Select your Corporate Account and approve the permissions to login in.

How to add content to other kudos

Once you get the link from your teammates, you can open it and click the "add" button to add your content:

How to Create your first kudos board

1. Click the "View the Kudos" on the home page
2. Click the "New Kudos board"

3. Add the required fields.

Explanation for fields:

Kudo Message ： As the Author, you need to propose your first content for the kudosboard.
Add one image for kudosboard: You can upload your own picture as the background of the kudosboard

4. Submit it

How to manage and view your all kudos boards

In "My kudosboard" Page, you will see all the kudos boards which were created by you. For each record, you can View, Modify, or Delete it. Click the "View kudosboard", and you will see the details of the kudos:

How to invite others to help you finish the kudos together:

When you view your kudosboard, there is an email button. Once you click it, you will open an email which contains the link of this kudosboard. You can share it with others.