

LSEG WORKSPACE

MEETING PREP USER ACTIVATION GUIDE

Meeting Prep is an AI-driven Microsoft® application powered by LSEG® data and news. It delivers reports on public companies, with AI-generated and LSEG-curated financial insights, in an easily accessible format, through Microsoft Teams.

LSEG Workspace users can preview Meeting Prep through the Microsoft Teams app store.

For each Meeting Prep user that you want to activate, send the following details to meetingprep-onboarding@lseg.com, in a CSV formatted file:

- Workspace Login ID
- Workspace UUID
- Workspace Location Account ID
- Microsoft Entra Tenant ID
- Microsoft User Object ID



Instructions for gathering this information are provided in this guide.

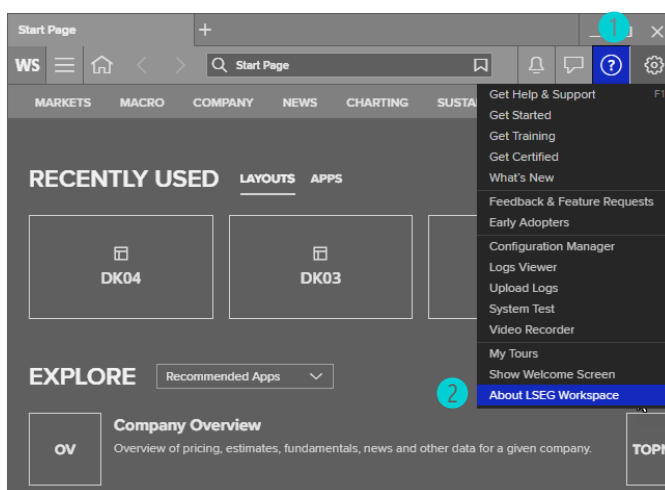
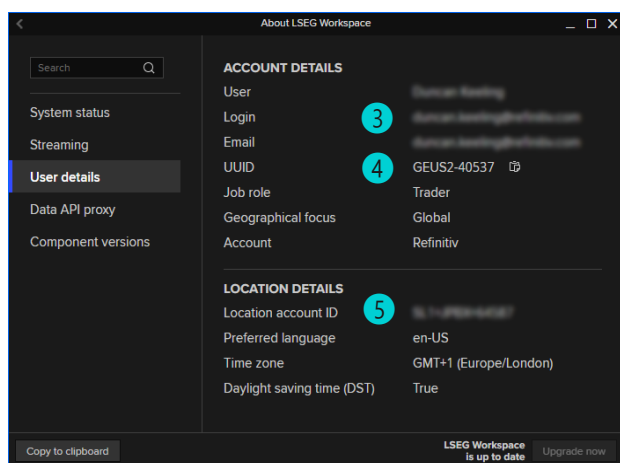
Finding your Workspace details


The UUID and Login ID are the unique user identification values. Location account ID is a value shared with users in the same location.




You will need to gather these values of all users you want to activate.

To find this code:

1. Login to Workspace.
2. To open the Help menu, opposite, select the  button . From the Help menu, choose the



About LSEG Workspace  option. The About LSEG Workspace dialog box, opposite, opens.

3. Select the **User details** option.
 - The Workspace **Login**  ID is shown in the Account Details section.
 - The **UUID**  is shown in the Account Details section.
 - The **Location account ID**  is shown in the Location Details section.



Finding your Entra Tenant ID

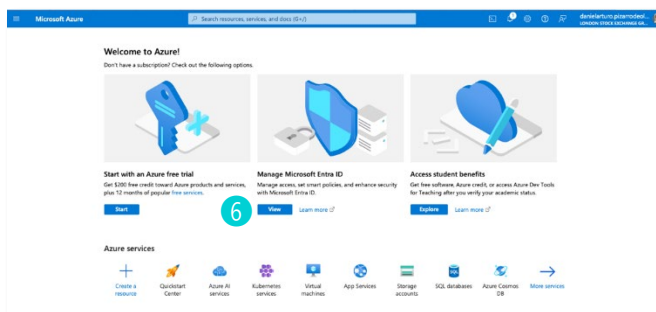
Your Microsoft Entra Tenant ID is the authentication identification code for your organisation that is assigned by Microsoft.

To find this code:

1. Log in to <https://portal.azure.com/#home>.

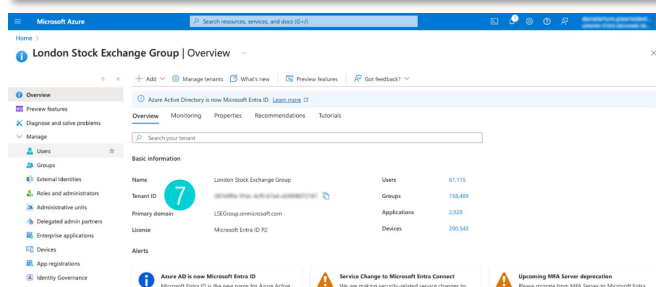
The Microsoft Azure Welcome page opens (opposite).

2. Click the Manage Microsoft Entra ID **View** 6 button.



The **Overview** page opens (opposite).

The Tenant ID 7 is shown under the Basic Information section.



Finding your User Object ID

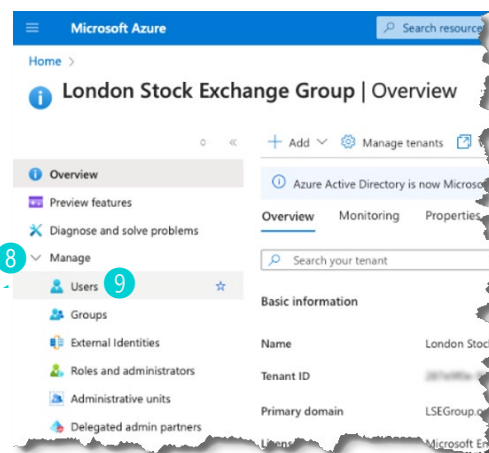
1. Log in to <https://portal.azure.com/#home>.

The Microsoft Azure Welcome page opens (shown at the top of this page).

2. Click the Manage Microsoft Entra ID **View** 6 button.

The **Overview** page opens (opposite).

3. To open the menu, click the **Manage** 8 menu item.
4. Click the **Users** 9 option.



The Users page opens (opposite).

5. Select 10 all users you want to activate for Meeting Prep.

6. Click the **Download users** 11 button.

A report on CSV format is downloaded to your system, in your chosen location.

7. The User Object ID is shown in the ID column of the CSV report.

User Object IDs are multi-character and number strings, separated by hyphens.

For example:

da27c37e-1fbc-49a5-a3ab-c66ca6dcf46a

