

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:




- Corporate email address
- Workspace UUID
- Workspace Location Account ID
- Microsoft Entra Tenant ID
- Microsoft User Object ID

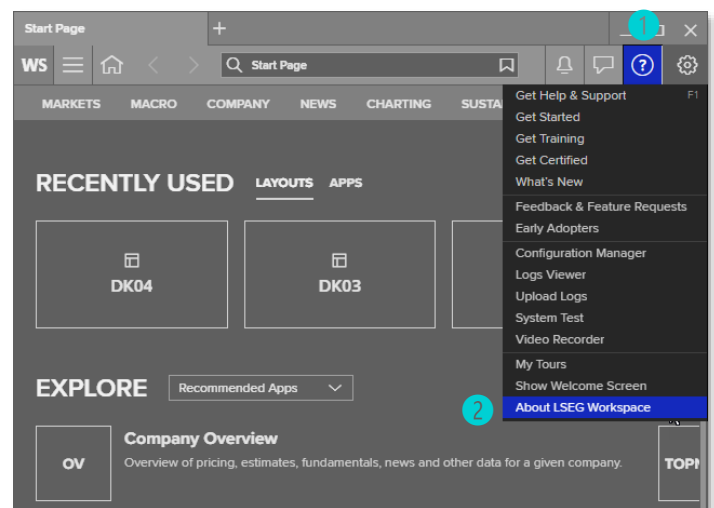
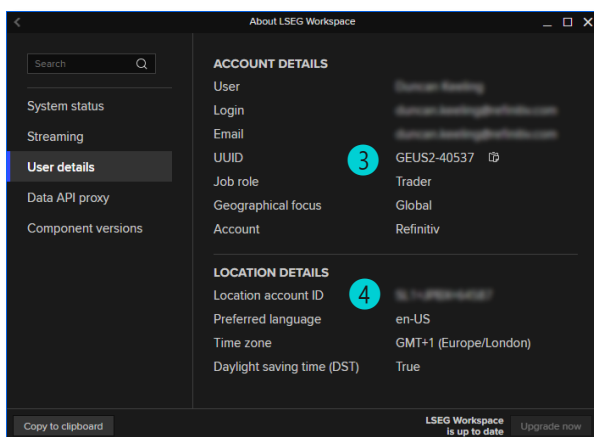
Instructions for gathering this information are provided in this guide.

Finding your Workspace UUID



The UUID is your unique user identification code. You will need to gather the UUIDs of all users you want to activate.

To find this code:

1. Log into Workspace.
2. To open the Help menu, opposite, select the  button .
3. From the Help menu, choose the **About LSEG Workspace**  option. The About



LSEG Workspace dialog box, below, opens.

4. Select the **User Details** option.
 - 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

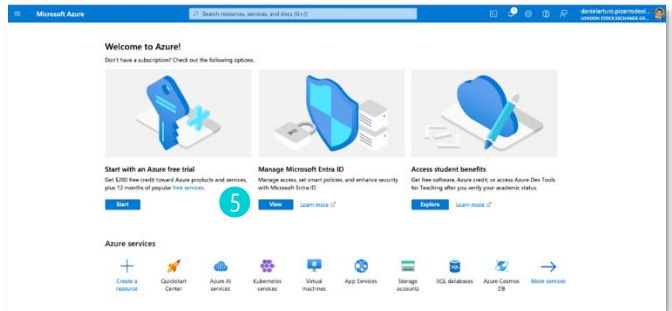
Your Microsoft Entra Tenant ID is the authentication identification code for your organisation that is assigned by Microsoft.

To find this code:

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

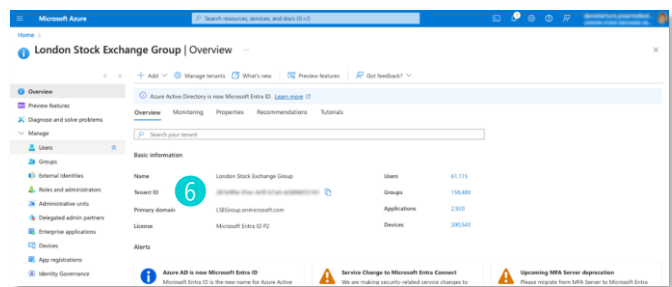
The Microsoft Azure Welcome page opens (opposite).

2. Click the Manage Entra ID **View** **5** button.



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

The Tenant ID **6** is shown under the Basic Information section.



Finding your User Object ID

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

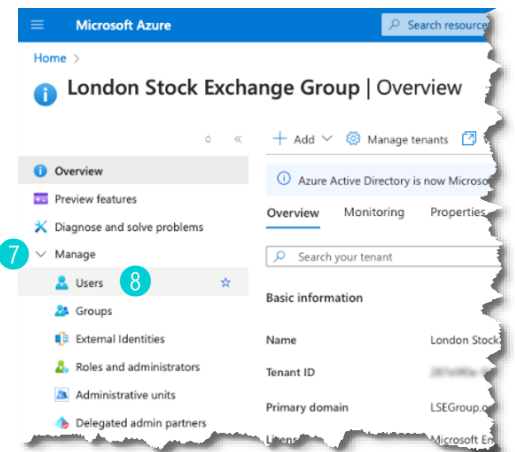
The Microsoft Azure Welcome page opens (shown at the top of this page).

2. Click the Manage Entra ID **View** **5** button.

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

3. To open the menu, click the **Manage** **7** menu item.

4. Click the **Users** **8** option.



The Users page opens (opposite).

5. Select **9** all users you want to activate for Meeting Prep.

6. Click the **Download users** **10** 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

