



# Update Instructions

## Intraverse

Developed by

Share-Effect

NXT IT Solutions



SHARE  
EFFECT



App version:  
Releasedate:

1.0.2.3  
March 2025



## Update Instructions: Updating Intraverse from the SharePoint Store

### **Requirements:**

- You have an existing version of Intraverse that is added from Microsoft AppSource/SharePoint Store.
- SharePoint Administrator Permissions are required.
- Only admins with Global Admin Permission can consent the required API-access. (Although sometimes SharePoint Admin is enough if you already have an existing version of Intraverse).

### **Before updating!**

A back-up of important settings is recommended:

- Adaptive card payloads
- Configured properties in the 'My Profile' webpart
- Configured settings

### **Instructions**

1. From within your Microsoft365 Environment, open the SharePoint Admin Center.
2. In the Menu on the left select 'More functions' and open 'Apps'. From here you'll see the current installed version of Intraverse.
3. Unfortunately at this moment there is no possibility to update an existing app to the newest version from within the 'Modern Experience'. Therefore you temporary have to switch to the 'Classic Experience'.

## Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the [classic experience](#).

4. After you've switched to the Classic Experience, you can now select Intraverse. Two tabs will appear at the left top of the screen. Choose the tab 'Files'.
5. Click 'Upgrade Store App' to update Intraverse to the latest version that is available in the SharePoint Store.
6. Before rolling out, you can choose if you want Intraverse to be automatically available on all your SharePoint Sites or that you have to add it manually afterwards.
7. After the app is installed, go back to the main screen of the SharePoint Admin Center. Open 'Advanced' In the Menu on the left and go to 'API-access'. Here you have to consent the necessary permissions for Intraverse. (Global Admin Permissions are required for this part).
8. You can now open the SharePoint Site on which you want to roll out the new version of Intraverse. From here you enter the Gear-Icon to open 'Site contents'.
9. If Intraverse is already available, you can click the tree dots, go to 'Details' and then pick up the new version for your site. If Intraverse is not available, you can now add it via 'New' and then select 'App'.

If you have any questions or notice any inaccuracies during the procedure, feel free to contact us:

### **Peter Brock**

+31644016071

[peter@share-effect.com](mailto:peter@share-effect.com)

[www.share-effect.com](http://www.share-effect.com)