

contentACCESS Teams Search App version 7.0



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Introduction

contentACCESS Teams application allows the contentACCESS users to search in their archive directly from MS Teams and share the result(s) with a team or with a chat partner without the need to switch to other applications.

Installation

The installation process is simple and quick.

Log in to the **Central Administration** and switch to the **Tenant** you would like to use. Go to **System - > Client Applications -> Teams application**.

Fill in the **Client application settings**. These are used to query the members of a chat/group/Teams channel when sharing in MS Teams using the **contentACCESS Teams** application.

Application ID and **Directory ID** are automatically generated during the **App registration on Azure portal**, **Client secret** can be manually generated in section **Certificates & secrets** after the application is registered. (Teams archive registration is described in [this](#) section of the contentACCESS manual).

Permission type has two options in the dropdown list:

- **Application** – this permission type allows you to connect to the Teams endpoint of the Graph API without providing the username and password. To grant this permission type, it is necessary to [contact Microsoft](#). **SharePoint account** is used to connect to the SharePoint – as the files of the Teams are stored in SharePoint.

The **application** registered on **Azure portal** is used to access the Teams infrastructure, like teams, channels etc. By default, this application cannot be used to read channel messages, as it requires the application to have special permissions approved by Microsoft. If the registered application does not have such permissions, you should enter the credentials (username and password) of a user who can access all the teams.

- **Delegated** – If you do not have the application permission type, you can specify the user who is able to access all teams with this option. The superuser must also be the owner of all teams



to be archived. You can use the Teams account to connect to the SharePoint as well, but you have the option to specify explicit credentials for SharePoint access if necessary.

SharePoint access

There are two options:

- **Use the Teams Search App credentials** – pick this option if the SharePoint related permissions and client certificate are added to the Teams Search App registered on Azure portal
- **Use explicit SharePoint app credentials** – pick this option if the SharePoint related permissions are registered in a separate app

SharePoint application ID: Application ID of the registered SharePoint app, this needs to be filled in case **Use explicit SharePoint app credentials** is selected in the previous step

Certificate file: .pfx file, which contains the private and public key of the certificate. Must be the same certificate as the .cer file that has been uploaded to Azure during [app registration](#)

Certificate password: the password for the .pfx file

It is also possible and recommended to test the connection by clicking on the **Test** button.

Then, click on **Register my tenant**.

contentACCESS will generate a **Tenant administrator user** called 'TeamsAccess_TENANTNAME' for the tenant. This user will be used by the **Teams service** to allow the user(s) to download shared files (password of this user is never stored or used externally).



contentACCESS Central Administration

Tenant: EA_Test

System | File Archive | Email Archive | SharePoint Archive | GDPR | Teams Archive | Custom plugins

Save | Discard changes | Roles | Users | Invitations | Login providers | System | Licensing | Notifications | Cluster | Statistics | Legal hold | Task runner | Indexing | SMTP Servers | SMTP Mappings | Sharing Job | Sharing settings | System logs | Configuration auditing | Archive auditing | Tenants | All databases | contentWEB | officeGATE | contentACCESS mobile | Virtual drive configuration | **Teams application** | Applications settings

Teams application

System > Client Applications > Teams application

contentACCESS Teams application will allow contentACCESS users to search in their archive using Teams and share the result with a team or with a chat partner without the need to switch to other applications. To be able to use the application you need fill out the form below and then register your tenant.

Client application settings

Application (client) ID: 72c73c44
 Directory (tenant) ID: 4b0edaf1-
 Client secret:
 Permission type: Application
 SharePoint access: Use explicit SharePoint app credentials
 SharePoint application ID: 2943d19-
 Certificate file: Please select a file to upload [Browse...](#)
 Certificate info: Common name: CN=TechArrow
 Expiration date: 5/1/2022 2:00:00 AM
 Download certificate
 Certificate password:
 Test connection

Register your tenant for contentACCESS Teams application

Registration status: Not registered. [Register my tenant](#)

[Online help](#)

Application ID will be generated. MS Teams will use this ID to retrieve all necessary data (like URL and Tenant ID) from the store.

Download the installation package by clicking on the **Download installation package** button.

contentACCESS Central Administration

Tenant: EA_Test

System | File Archive | Email Archive | SharePoint Archive | GDPR | Teams Archive | Custom plugins

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 Certificate info: Common name: CN=TechArrow
 Expiration date: 5/1/2022 2:00:00 AM
 Download certificate
 Certificate password:
 Test connection

Register your tenant for contentACCESS Teams application

Registration status: Registered with '72c73c44' application ID.

Download and Install contentACCESS Teams application

Installation package: [Download installation package](#)

Installation steps:

1. Download the application installation package using the button above.
2. In Teams, click on the 'Apps' button which is located bottom left in Teams window.
3. Click on 'Upload a custom app' (last item in the list).
4. Here you should select to install the application for your company.
5. Browse to the downloaded application installation package zip file and select it.
6. This will add the application to the company's application catalog, the catalog will be opened by default.
7. Click on the application in the catalog and install it for yourself by clicking on the 'Add' button.
8. Start typing '@contentACCESS' in any chat and have the benefit of accessing your archive directly inside Teams.

After the above steps are done, your co-workers can install the application in the following way:

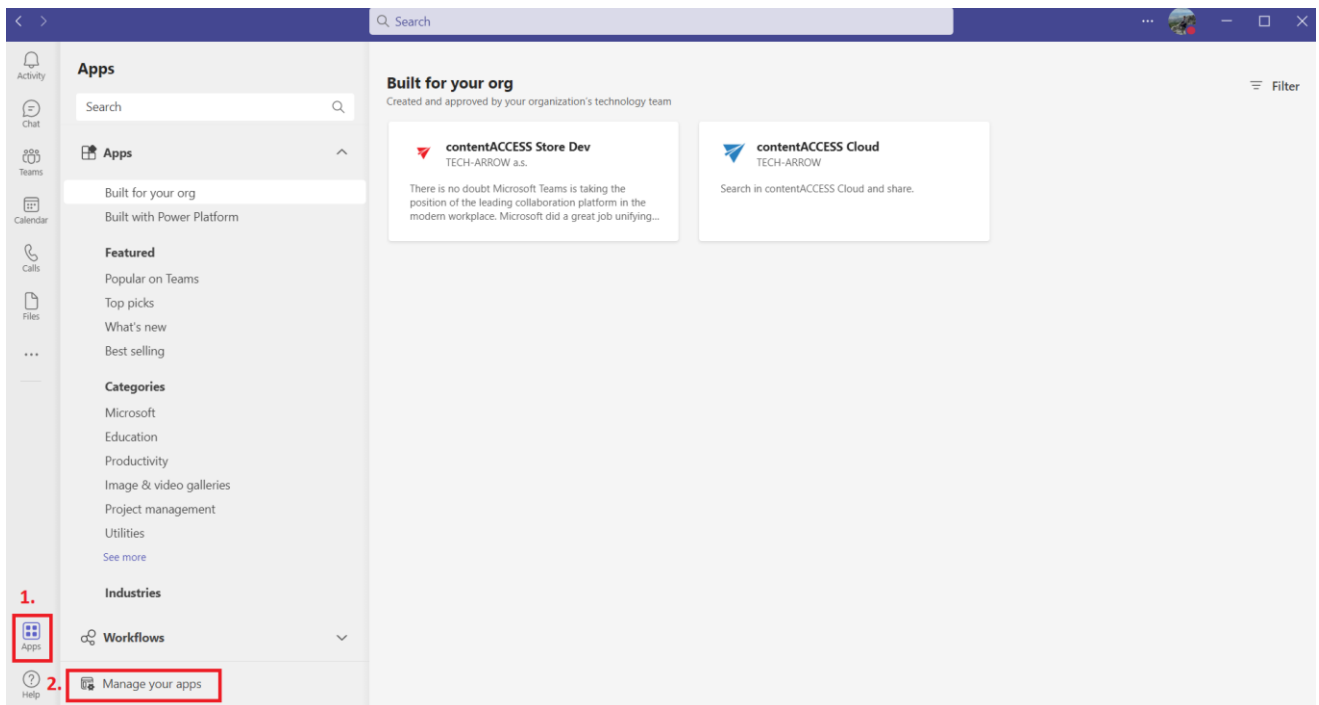
1. In Teams, click on the 'Apps' button which is located bottom left in Teams window.
2. Click on 'Built for YOUR COMPANY NAME', this opens the company's application catalog.
3. Click on the application in the catalog and install it for yourself by clicking on the 'Add' button.

You can find the user manual for the application here: [Teams application user manual](#)

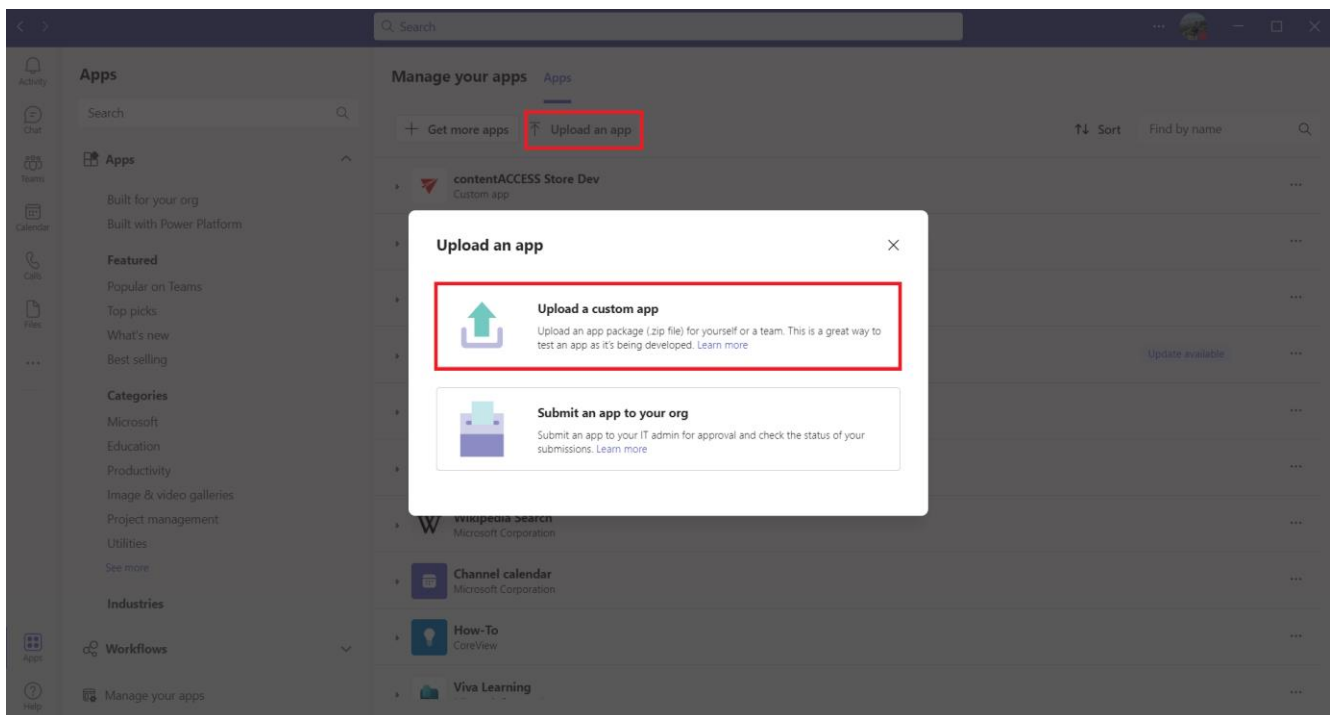
[Online help](#)



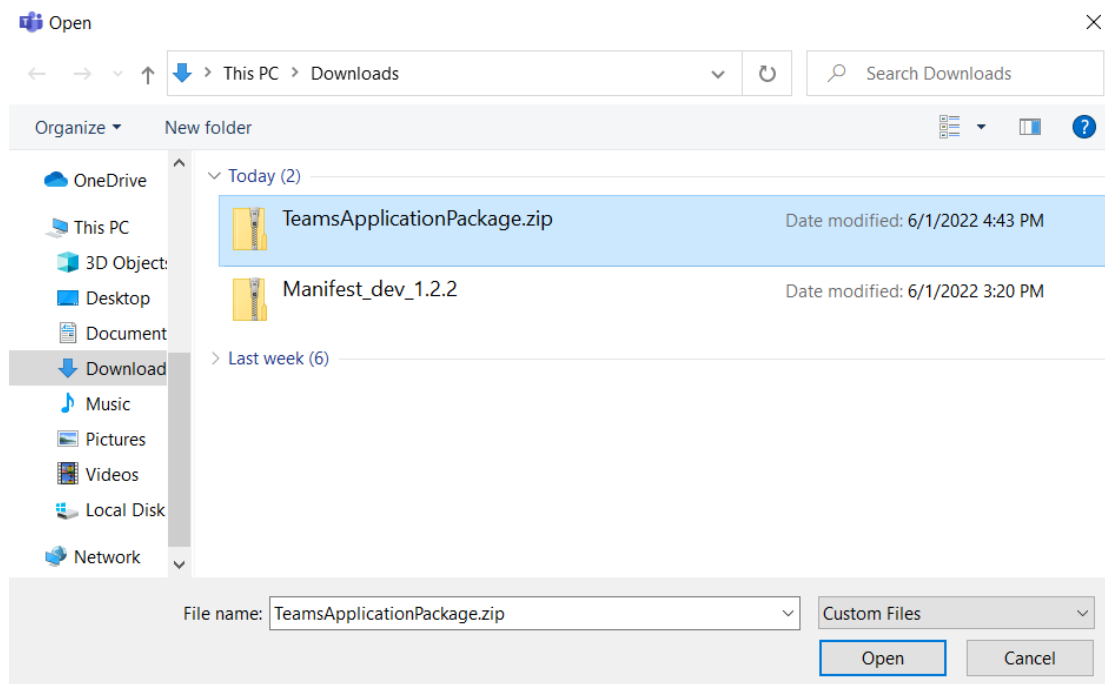
First, open your MS Teams application and navigate to the **Apps** in the bottom left corner. Then click on the **Manage your apps** option.



On the Manage your apps page click on the **Upload an app** button and select **Upload a custom app** from the available options.




Locate the installation package you downloaded earlier and click **Open**.



Select one of the four options:

- **Add** – adds the app to all chats and teams just for the user – **this option is recommended**
- **Add to a team** – adds the app to a specific team
- **Add to a chat** – adds the app to a specific chat
- **Add to a meeting** – adds the app to a specific meeting





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Add

+ Add to a team
+ Add to a chat
+ Add to a meeting

Overview Permissions

Search in content

Search in contentACCESS and share.

App features

Bots
Chat with the app to ask questions and find info

Messages
Insert content from the app directly into messages

Created by: [TECH-ARROW](#)
Version 1.1.5

Permissions

- Receive messages and data that I provide to it.
- Send me messages and notifications.
- Access my profile information such as my name, email address, company name and preferred language.
- Receive messages and data that team or chat members provide to it in a channel or chat.

By using contentACCESS, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

When installing for a team, it lets you pick between **Set up a tab** and **Set up a bot**. When installing for a chat or meeting, you have only the **Set up a bot** option. This bot is forwarding calls to the **Teams service**.



Add contentACCESS to a team

contentACCESS will be available for the entire team, but start by setting it up in a channel. The app may post messages here; you can also @mention contentACCESS to chat with it.

Type a team or channel name



< Back

Set up a bot

The chat with the contentACCESS bot will be opened. This bot forwards the calls to the Teams service. You can switch to your desired chat now.

contentACCESS Store Dev
Chat
About

Today

contentACCESS Store Dev 5:04 PM

Millions of people working on their projects are using Microsoft Teams as their collaboration platform. Often, they must connect to different data sources to share important information with other team members. So many important details in emails, so many files located on their file servers and SharePoint. But sometimes, the crucial information, messages, or files which are important for the project can be found only in the archive. It can be so time consuming and difficult to find all these small little details... or to find a way how to share them with your team-mates. But there IS already a solution!

contentACCESS for MS Teams connects the essential IT-systems with your Microsoft Teams. With only few simple clicks you can find easily every information located in:

- emails of your live and archived mailboxes,
- your file servers and workstations,
- Microsoft SharePoint, OneDrive, MS Teams,
- any other source you connect to contentACCESS.

Turn your Microsoft Teams into the ultimate productivity tool with contentACCESS for MS Teams! Enjoy the most reliable search tools showing the best results ever. Move your effectiveness to a new level with contentACCESS for everyday and every business.

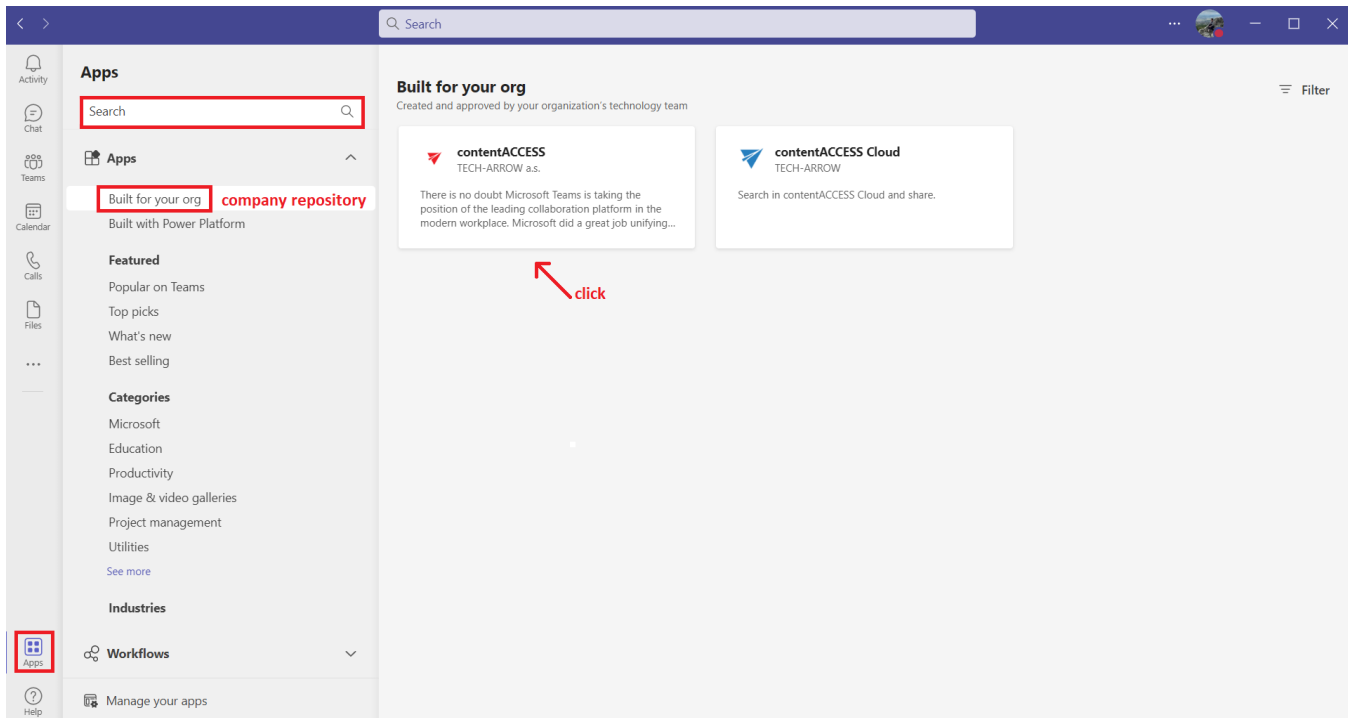
IMPORTANT: This bot doesn't provide commands for you.
 You can find the manual for contentACCESS Teams app here: [How to use the application](#)

If you do not have contentACCESS yet, you can sign up for a 30-days free trial to our contentACCESS cloud platform using this link: contentaccess.cloud



Installation for end users


Open your MS Teams application. Navigate to the **Apps** in the bottom left corner. Pick the app either from the **company repository** or **search for it**, then click on it.



Select one of the four options:

- **Add** – adds the app to all chats and teams just for the user – **this option is recommended**
- **Add to a team** – adds the app to a specific team
- **Add to a chat** – adds the app to a specific chat
- **Add to a meeting** – adds the app to a specific meeting





contentACCESS

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×


Overview Permissions


Search in contentACCESS

Search in contentACCESS and share.

Add
▼

 Add to a team

 Add to a chat

 Add to a meeting

App features

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Chat with the app to ask questions and find info

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Created by: [TECH-ARROW](#)
Version 1.1.5

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Add contentACCESS to a team

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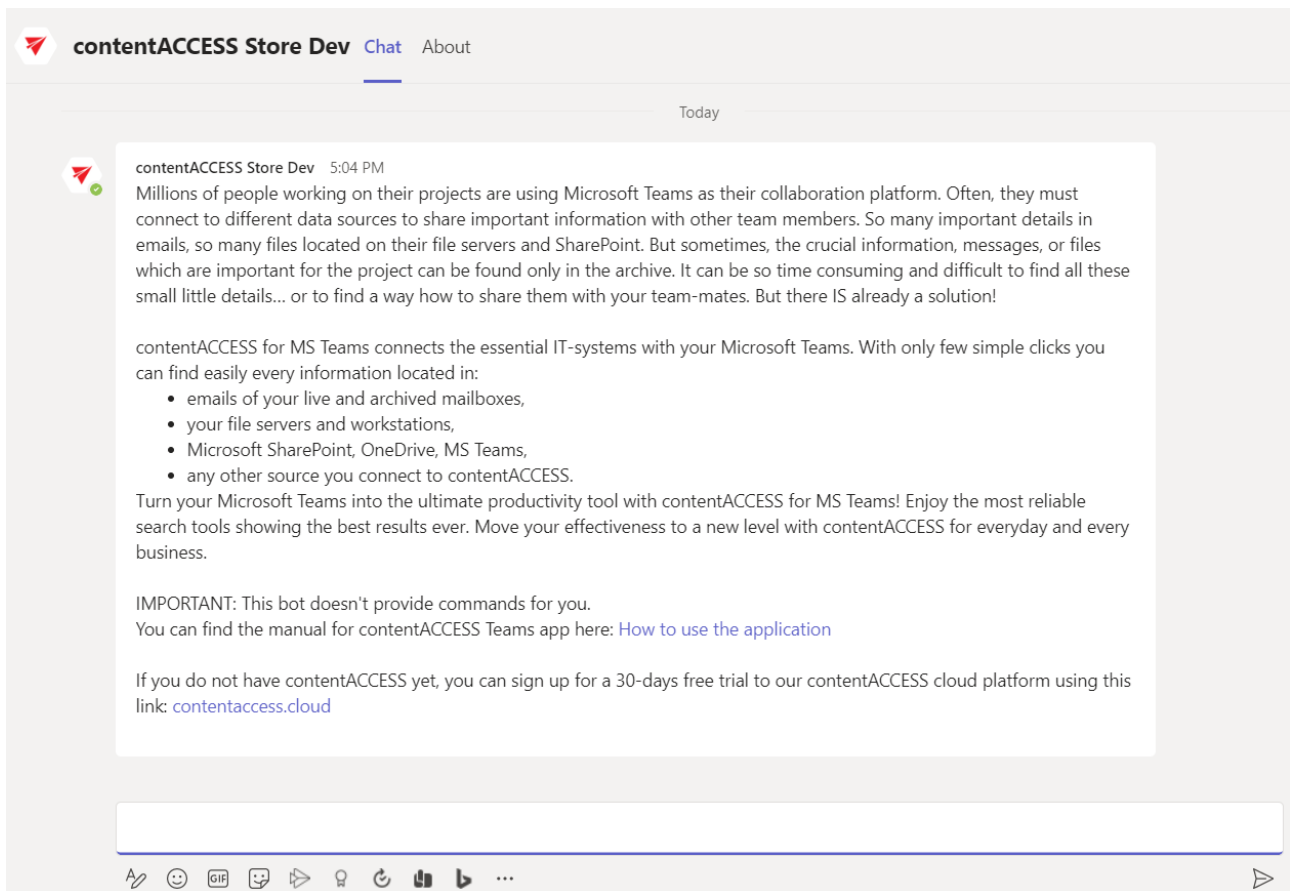
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< Back

Set up a bot

The chat with the contentACCESS bot will be opened. This bot forwards the calls to the Teams service. You can switch to your desired chat now.

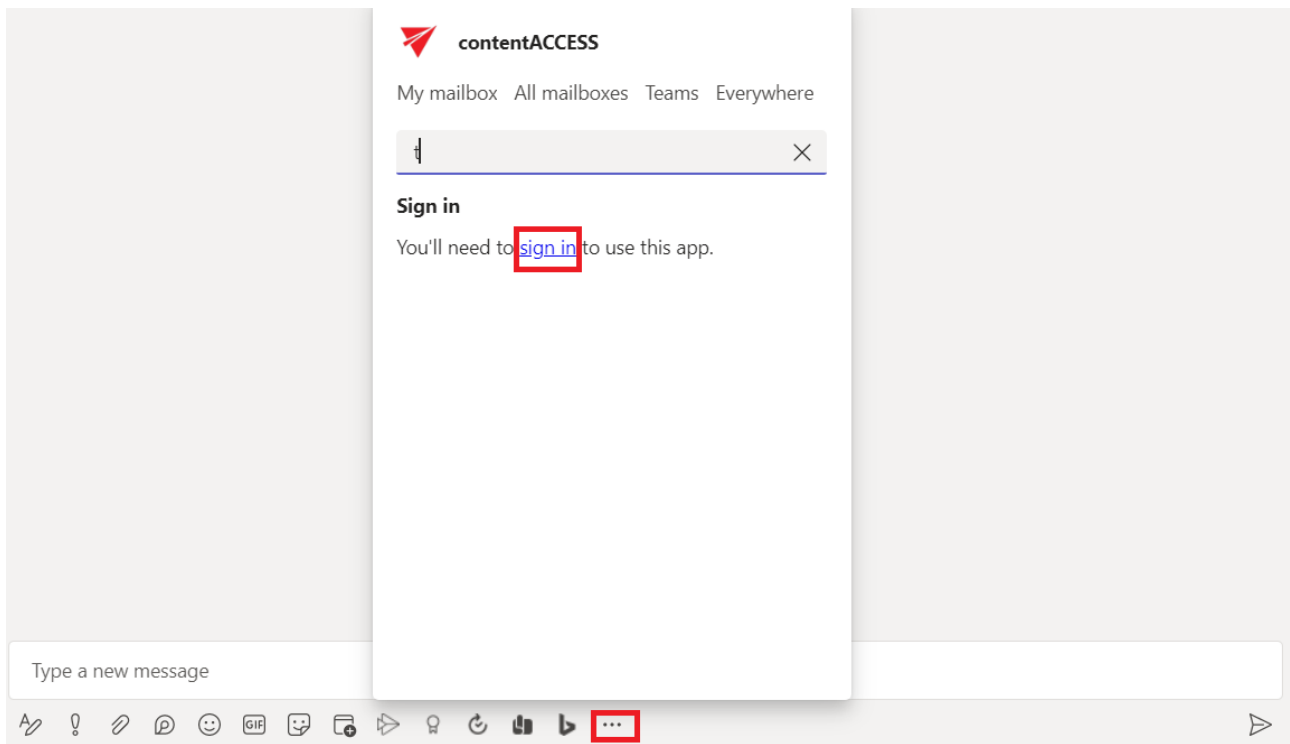


Configuration

After the app has been installed, you won't need to configure it. **Teams is able to retrieve** the necessary data (URL, Tenant ID) via the **App ID** we mentioned earlier.

Signing in

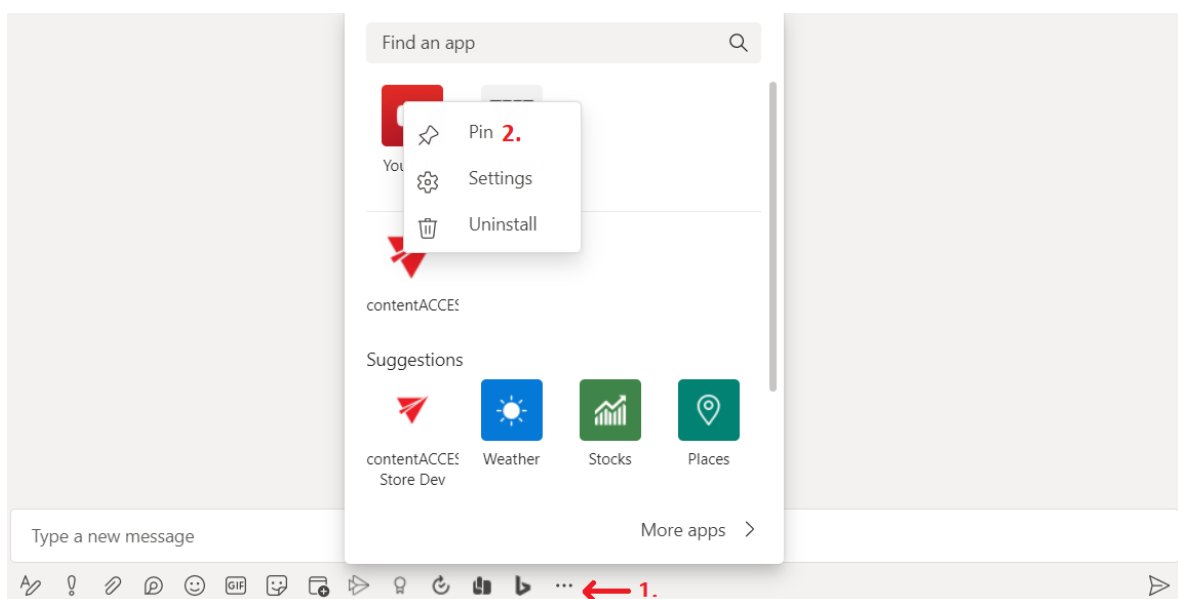
Search for the application by clicking on **Messaging extensions**. The contentACCESS app will either be directly visible or you can search for it. Click on it. You will first need to **sign in**. Enter the credentials you want to sign in with.



You can now start using the app!

How to use the app

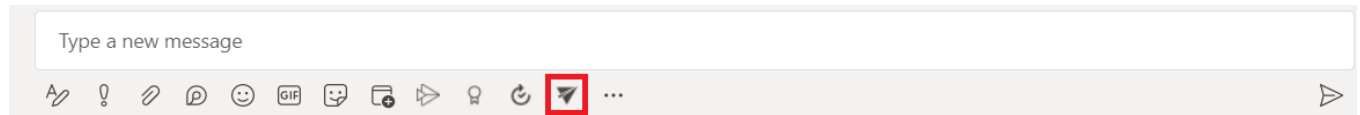
First, we would like to recommend you to pin the contentACCESS app – this will save you a lot of time. Click on the **Messaging extensions** button (1). Right-click on the contentACCESS icon and click on **Pin** (2).



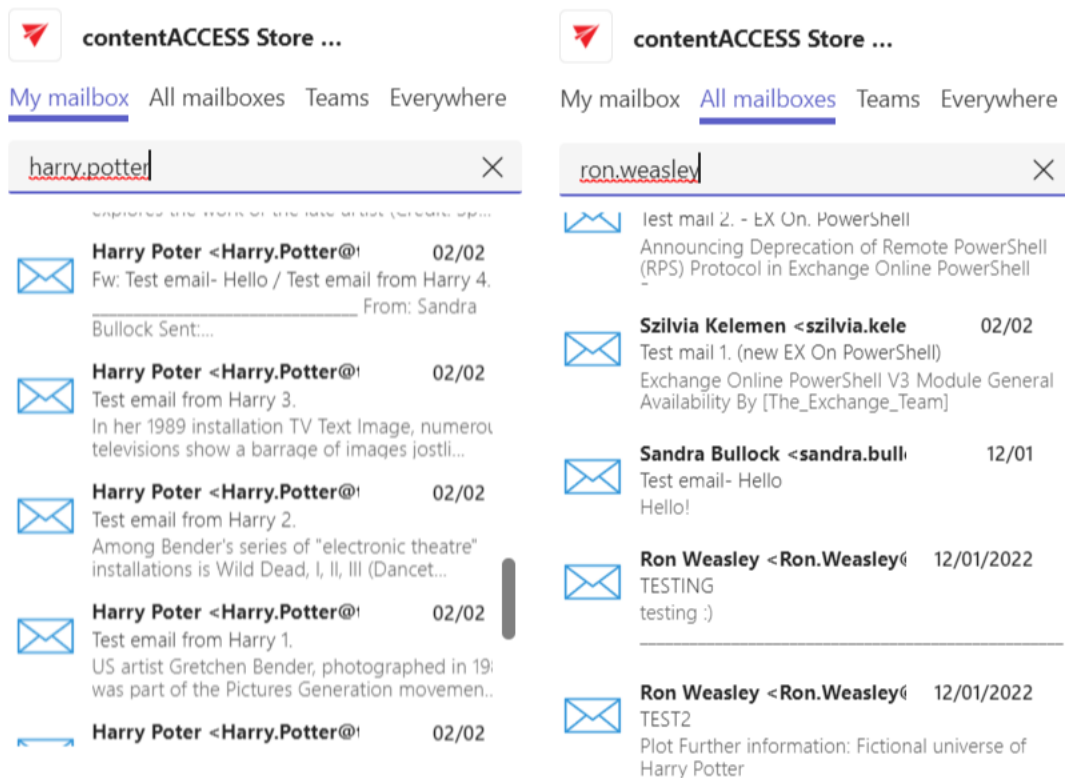


A contentACCESS icon will then appear in the app bar.

Note: The application is brandable. The icon (and name) will vary based on the brand.



Click on the icon. The **contentACCESS** window will open. Here you can search in your mailbox, all mailboxes, teams, or the whole archive. You will have access only to the items you have permissions for, based on the user you logged in with. Click on the item you would like to share – it will be added to your message.





contentACCESS

My mailbox All mailboxes Everywhere Teams

the



Jake Peralta

Testing/Posts

7/21/2021



The 10 most beautiful place in the World.doc

23.2 KB

9/29/2020

https://techarrow.sharepoint.com/sites/DEMO/Recovery/The 10 most beautiful place in the



Szilvia Kelemen

General/Posts

9/29/2020

Here it comes the letter: " Sometimes I feel like there's a hole inside of me, an emptiness...



The 10 most beautiful place in the World.doc

23.2 KB

9/29/2020

https://techarrow.sharepoint.com/sites/DEMO/DemoDocLib/The 10 most beautiful place in



"Heaton, Joseph@DFG"

<jheaton@dfg.ca.gov>

Changing the IP of the only DC

4/12/2012



contentACCESS

My mailbox All mailboxes Teams Everywhere

hello!



Melissa McCarthy

Chats

4/6/2022



Sandra Bullock

Chats

1/12/2021



Sandra Bullock

Chats

10/14/2021



Melissa McCarthy

Chats

1/12/2021



Sandra Bullock

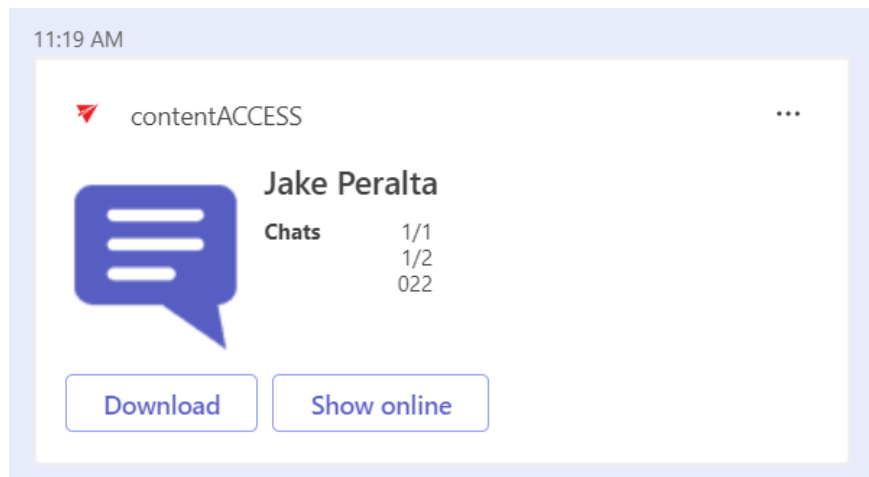
Chats

1/15/2021

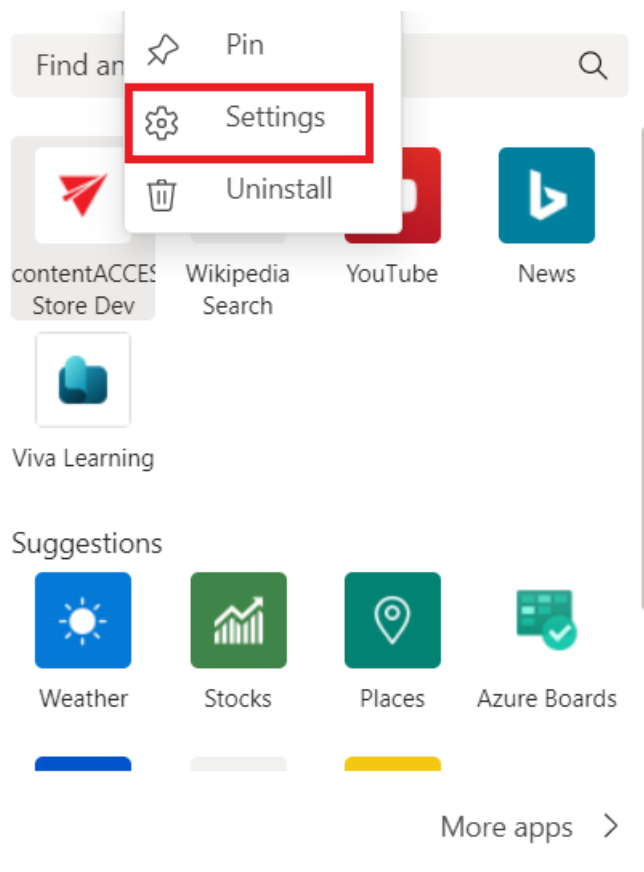
Your chat partner(s) will now be able to download the item you shared with a simple click on the **Download** button! The download link is pointing to **Teams service**, so the user that wants to download the file doesn't need to have a contentACCESS account.

Also, the users are able to check the shared item in the **contentACCESS Portal** by clicking on the **Show online** button. This function will open the Sharing model. The owner will see the item in the **My shares** folder, and the recipient(s) will see the shared item in the **Shared with me** folder.

Note: If a tenant administrator wants to disable all the **Downloads**, he can do it by simply deleting the 'TeamsAccess_TENANTNAME' user we mentioned in the [Installation](#) section.



If you want to change the user you are signed in with, right-click on the app and choose **Settings**.



Here you will be able to:

- See the Application ID
- view the Server name (URL)
- test the connection



- view and change the user you are signed in with
- sign out
- save your settings

Application ID:

ad29feff-b606-4b5d-afff-a2c56418d73c

Server name:

https://demo-fulltext.tech-arrow.com

Test connection

Email address:

jake.peralta@tech-arrow.com

Username: jake.peralta@tech-arrow.com

Sign out

Save