

contentACCESS Teams

version 5.1



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TECH-ARROW a.s.
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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.

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 app credentials** – pick this option if the SharePoint related permissions and client certificate are added to the Teams 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: 72c73c44-4b0edd81-
Directory (tenant) ID:
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: CHA-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

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

Edit | Security | Services | Logs and auditing | Tenants | Client Applications

Teams application

System > Client Applications > Teams application

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Client application settings

Application (client) ID: 72c73c44
 Directory (tenant) ID: 4b0eddf1-
 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: 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.

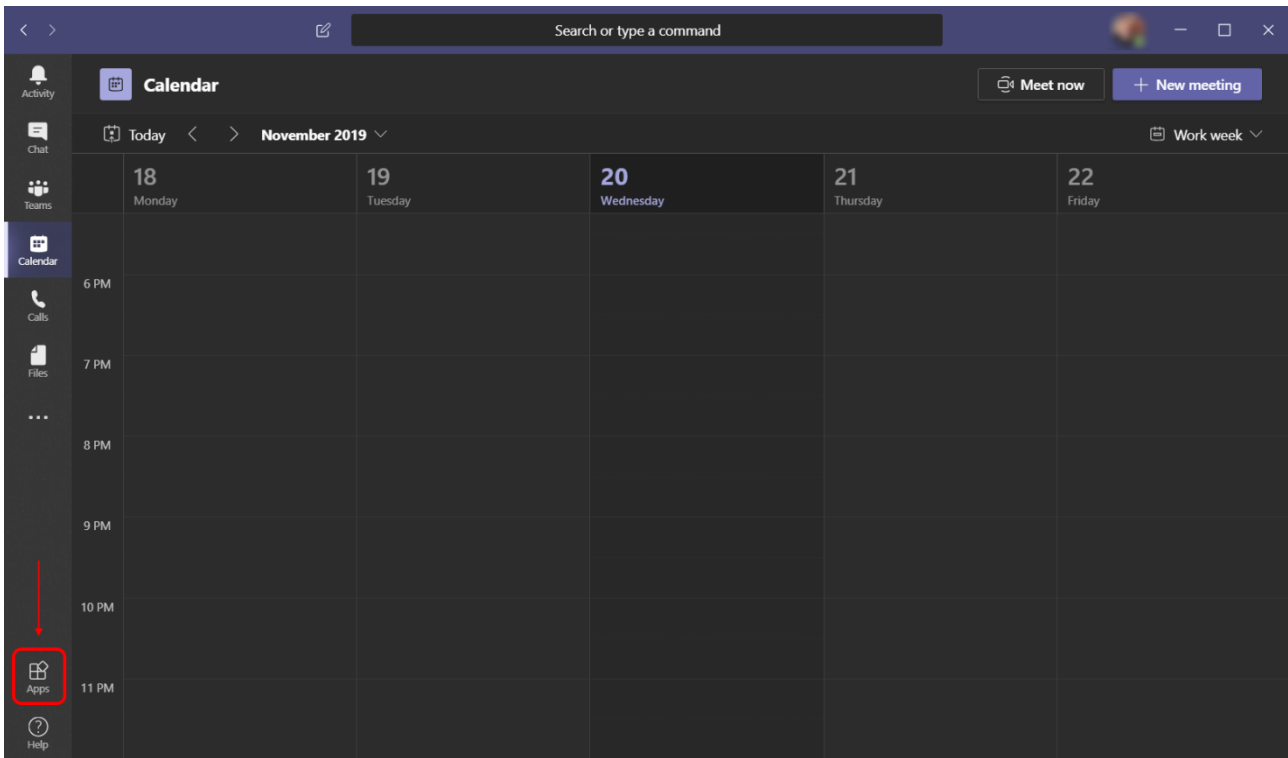
After the above steps are done, your co-workers can install the application in the following way:

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.

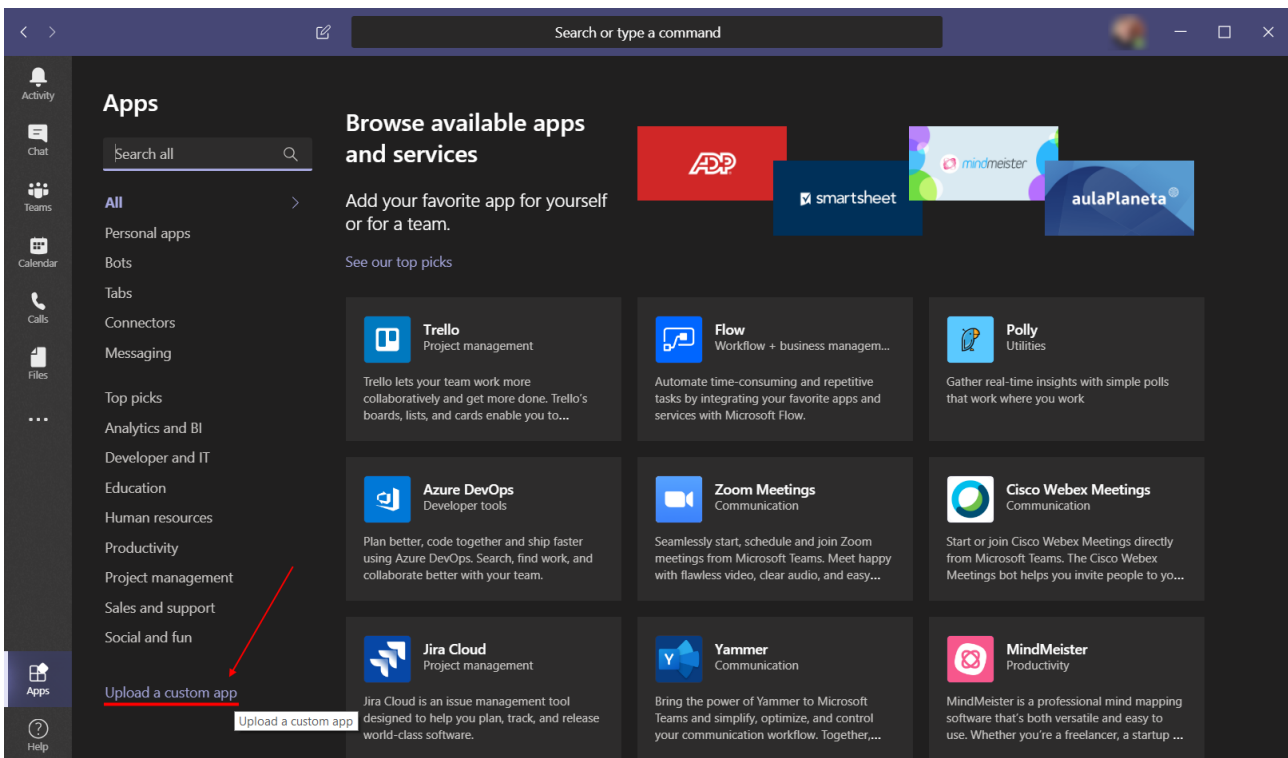
You can find the user manual for the application here: [Teams application user manual](#)

[Online help](#)

Open your MS Teams application. Navigate to the **Apps** in the bottom left corner.

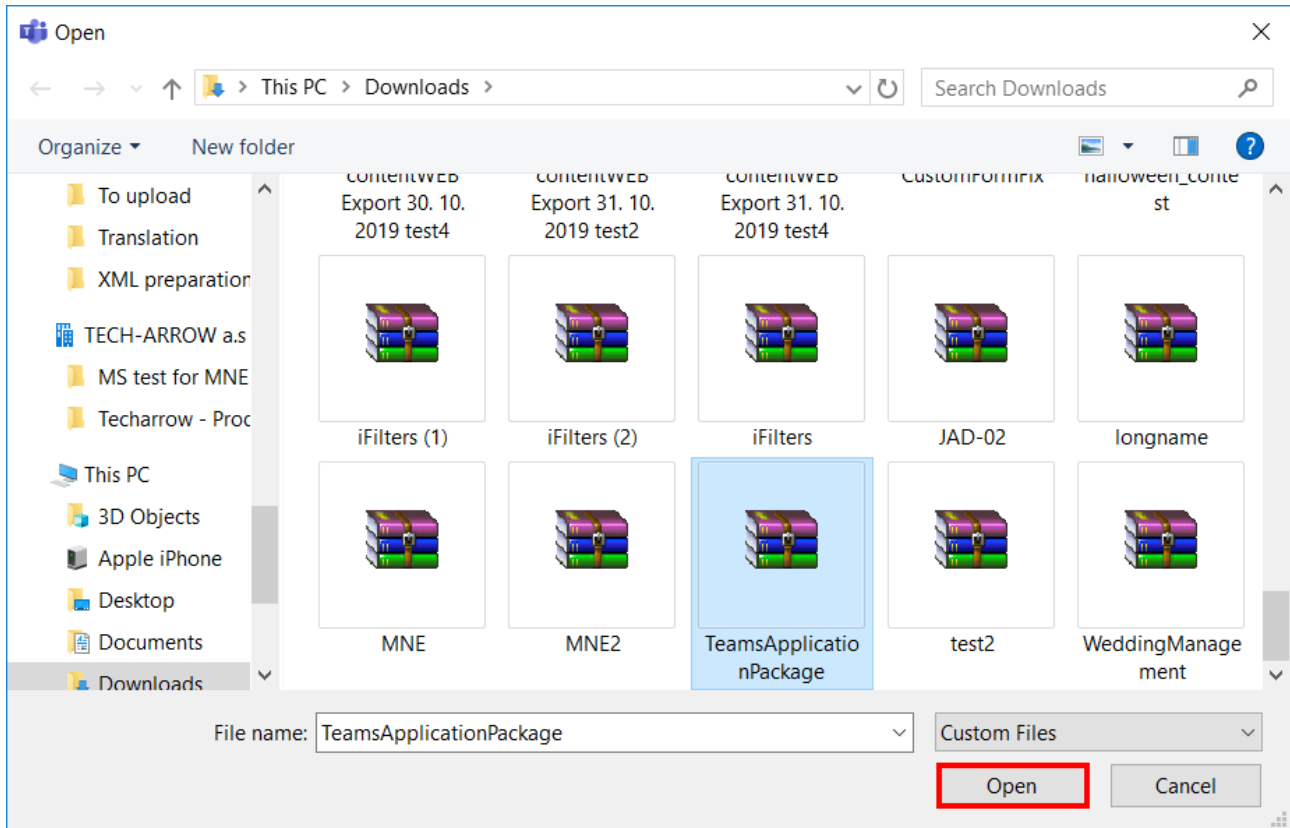


Click on the **Upload a custom app** option.






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





contentACCESS
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Add

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

The app making your Teams the real collaboration platform!

There is no doubt Microsoft Teams is taking the position of the leading collaboration platform in the modern workplace. Microsoft did a great job unifying communication tools and project management with the advantages of Office 365. Nevertheless, there is something what can take the user experience to a whole new level!

People working on common projects using Microsoft Teams as the collaboration application still have to connect to different data repositories from time to time if they would like to share information with their team members. There are important details in emails, files located on the file servers and SharePoint, there are messages and files relevant for the team which are years old and can be found only in the archive. All of them can be important in the project you are working on. It can be very time consuming and difficult to find all these documents and share them with your team. But there is a solution!

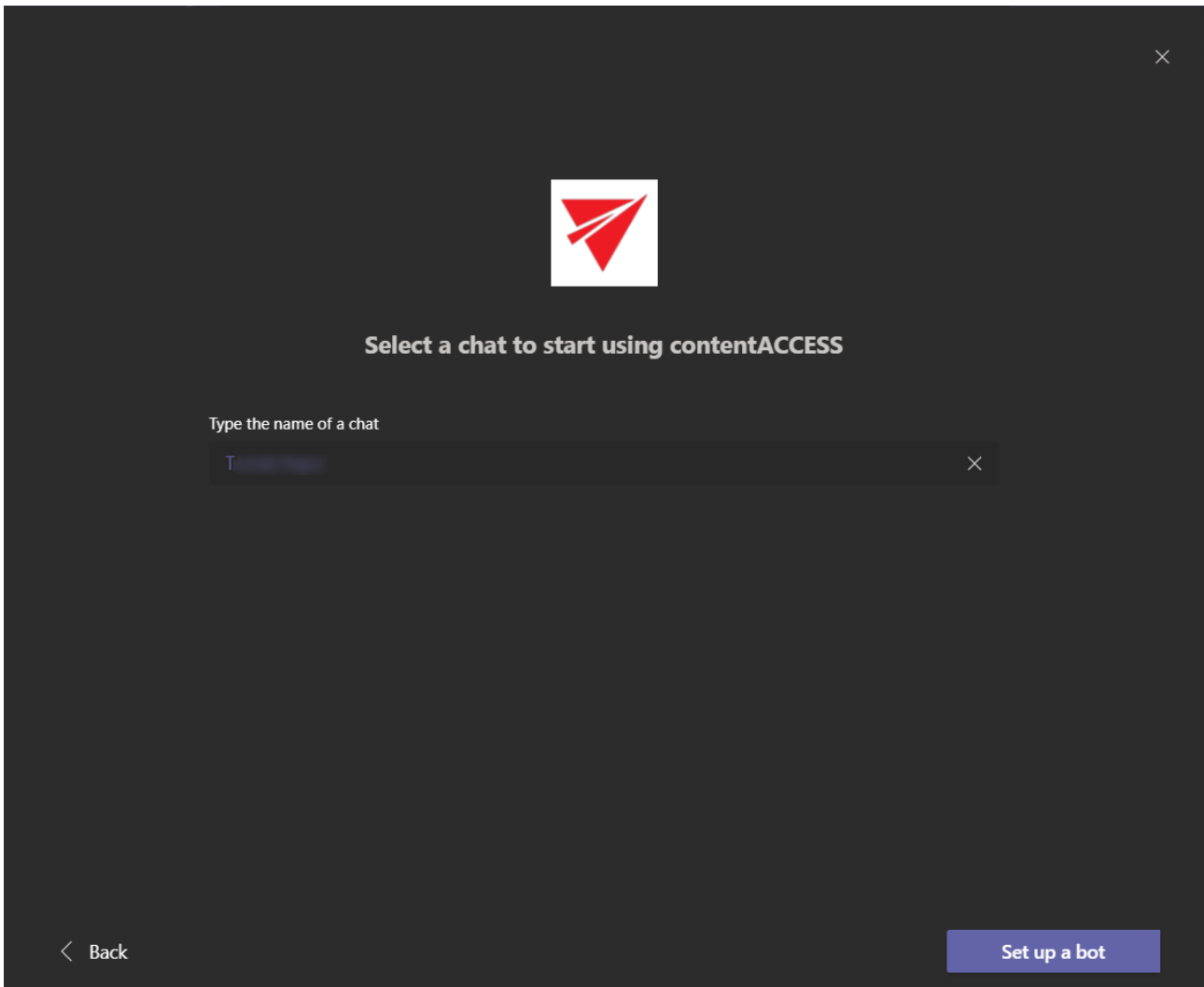
The contentACCESS Teams app connects your essential IT-systems with Microsoft Teams. With a few simple clicks you can attach to any conversation:

- emails from all accessible mailboxes,
- files from your workstation and file servers,
- Microsoft SharePoint,
- any other sources connected to contentACCESS.

The powerful search engine of contentACCESS makes finding all relevant emails and documents an easy task. Turn Microsoft Teams to the ultimate productivity tool with contentACCESS Teams!

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

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**.



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 Teams Bot

[Conversation](#)
[About](#)

By using contentACCESS, you agree to the [Terms of Use and Privacy Statement](#).

contentACCESS Teams Bot 3:47 PM

People working on common projects using Microsoft Teams as the collaboration application still have to connect to different data repositories from time to time if they would like to share information with their team members. There are important details in emails, files located on the file servers and SharePoint, there are messages and files relevant for the team which are years old and can be found only in the archive. All of them can be important in the project you are working on. It can be very time consuming and difficult to find all these documents and share them with your team. But there is a solution!

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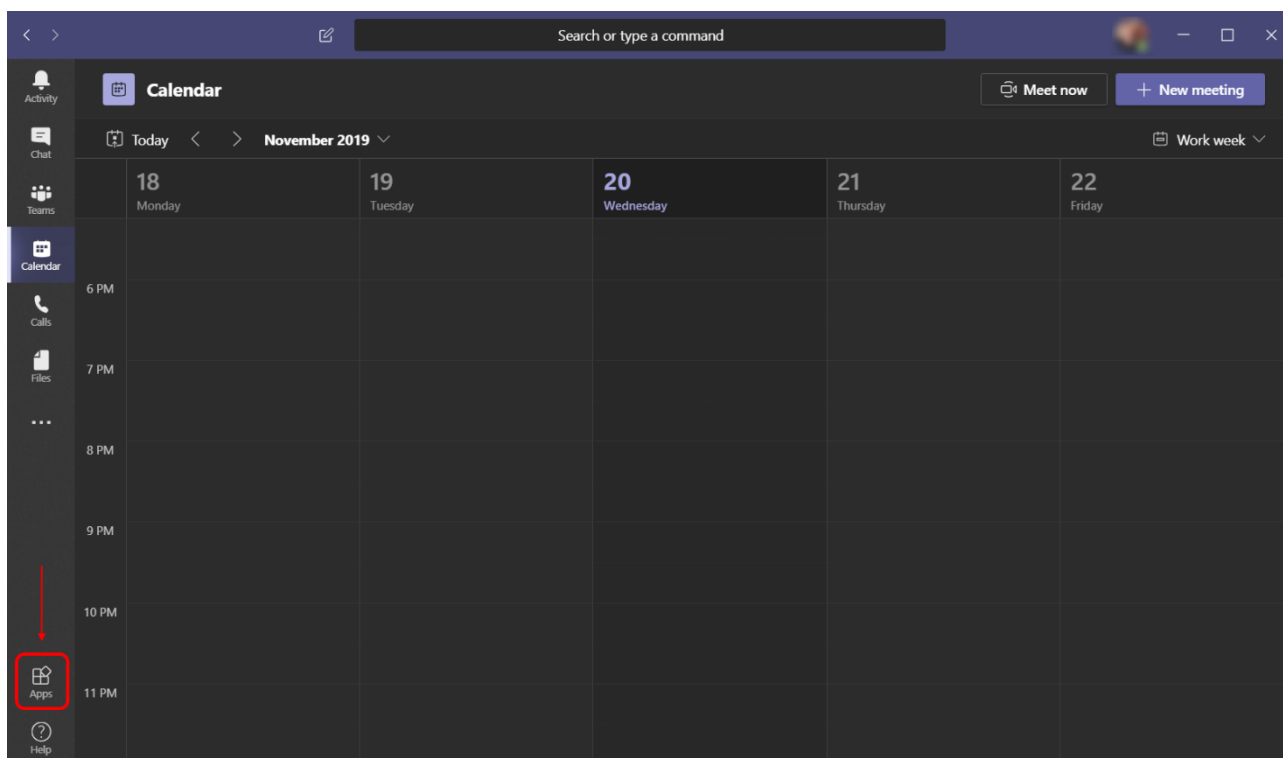
IMPORTANT: This bot doesn't provide commands for you.
You can find the manual for the application using this link: [How to use the application](#)

If you do not have contentACCESS yet, you can sign up for a 30-days free trial to our cloud platform here: mycompanyarchive.com

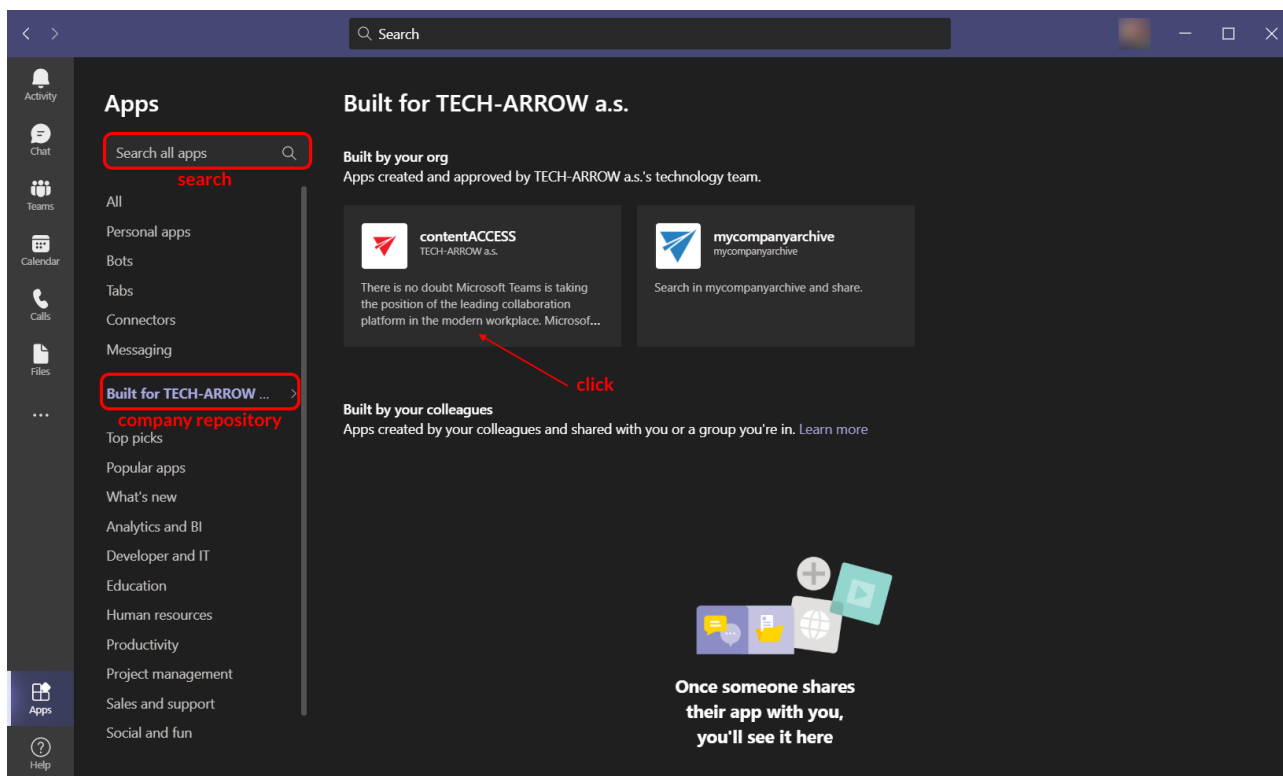
Type your questions here

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.





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Add

- Add to a team
- Add to a chat
- Add to a meeting

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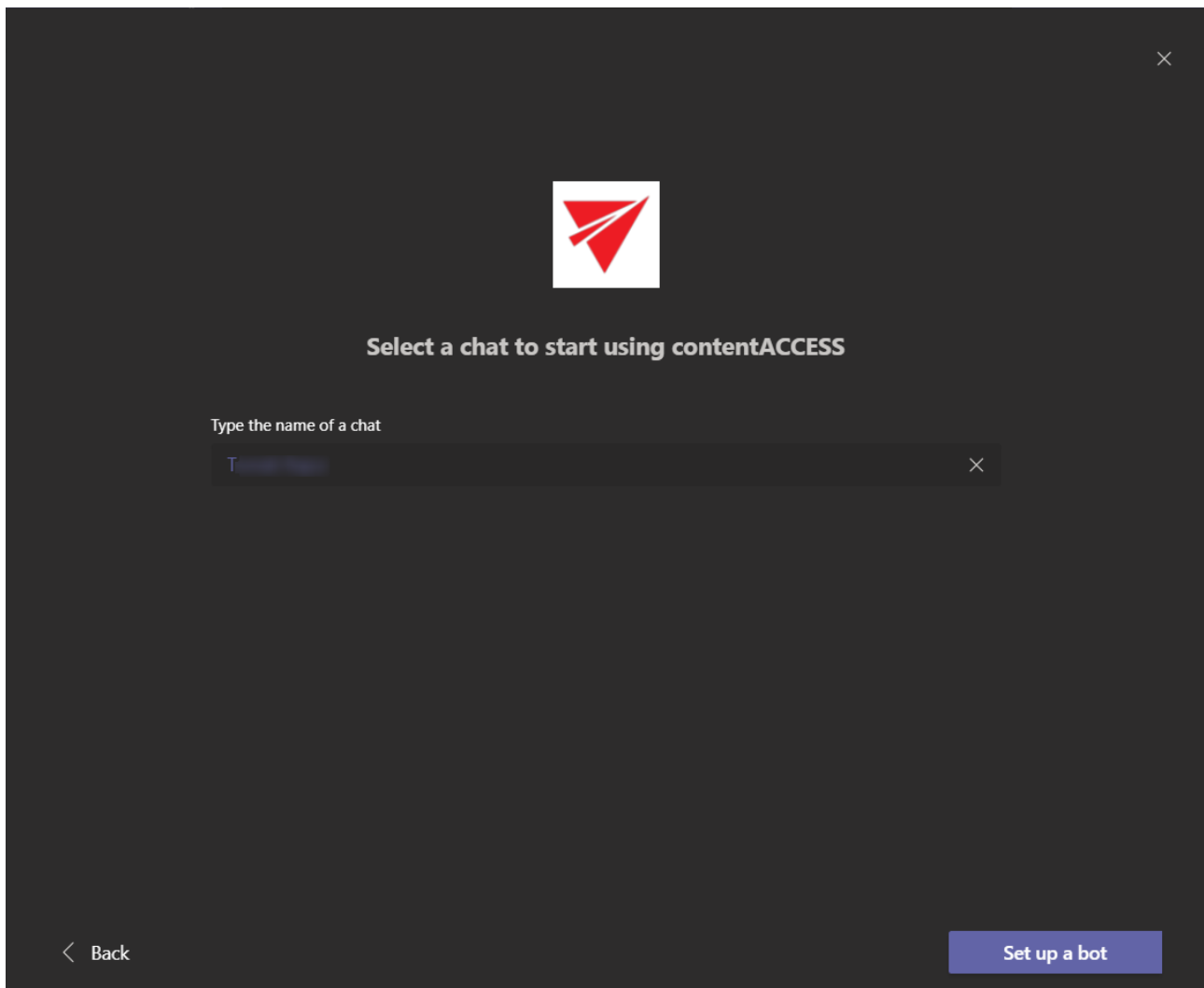
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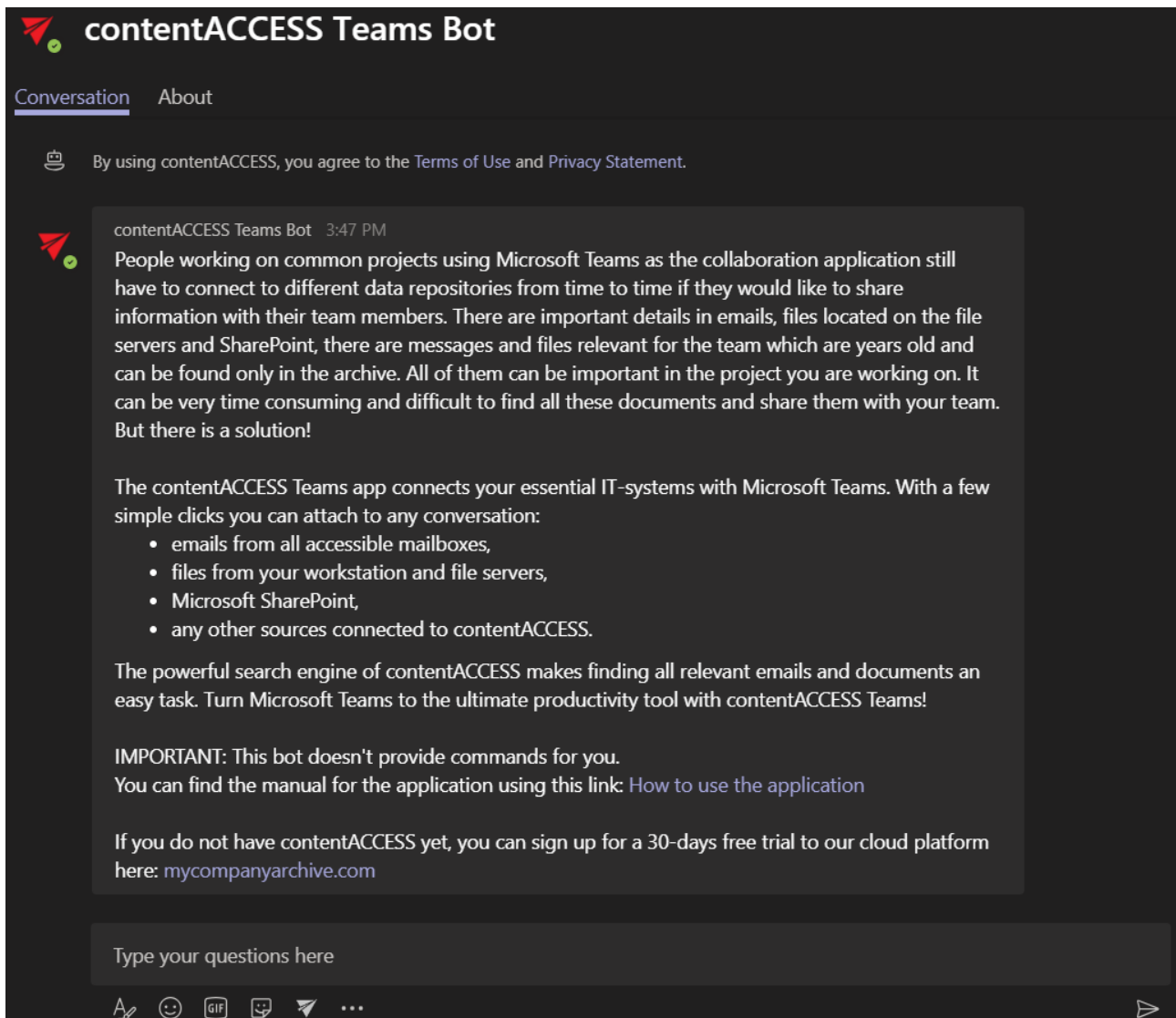
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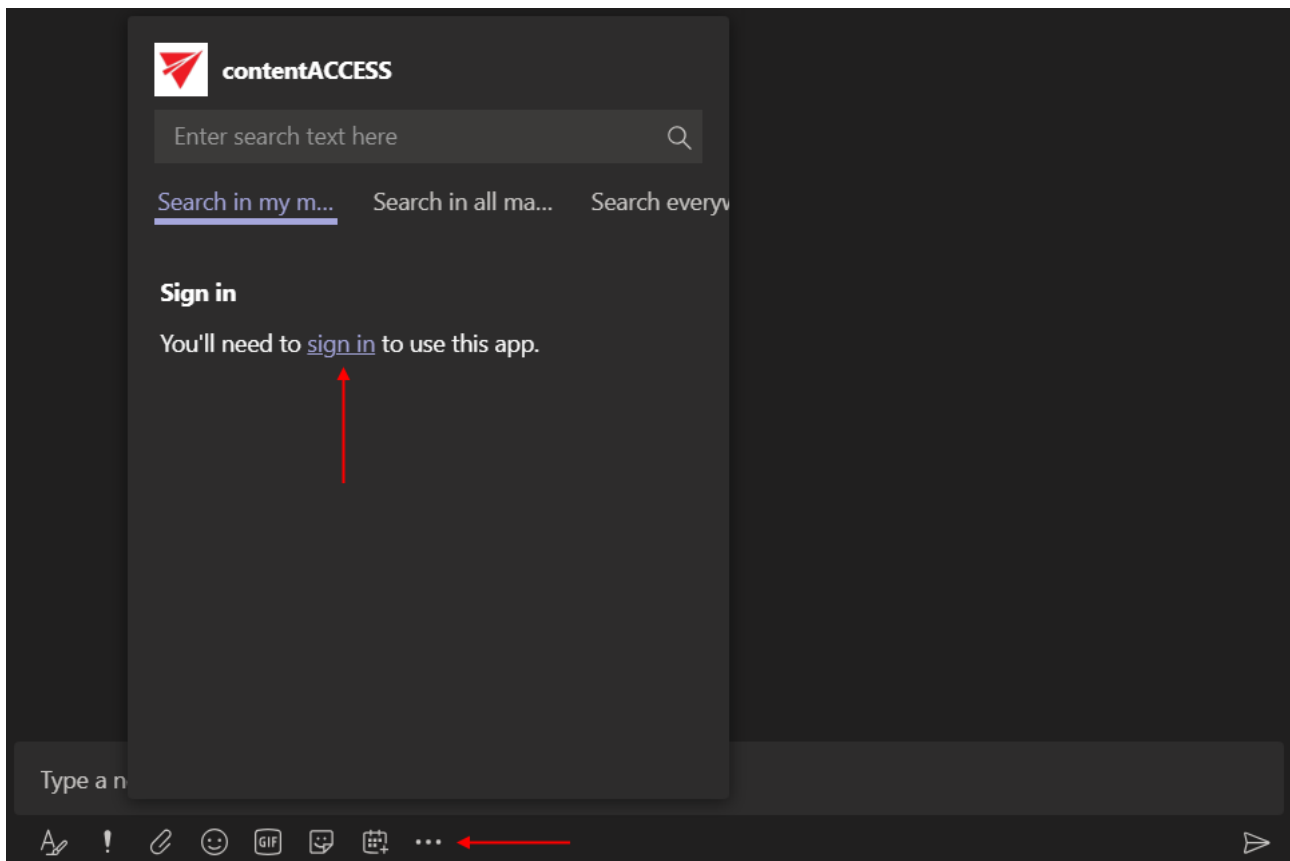


Configuration

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

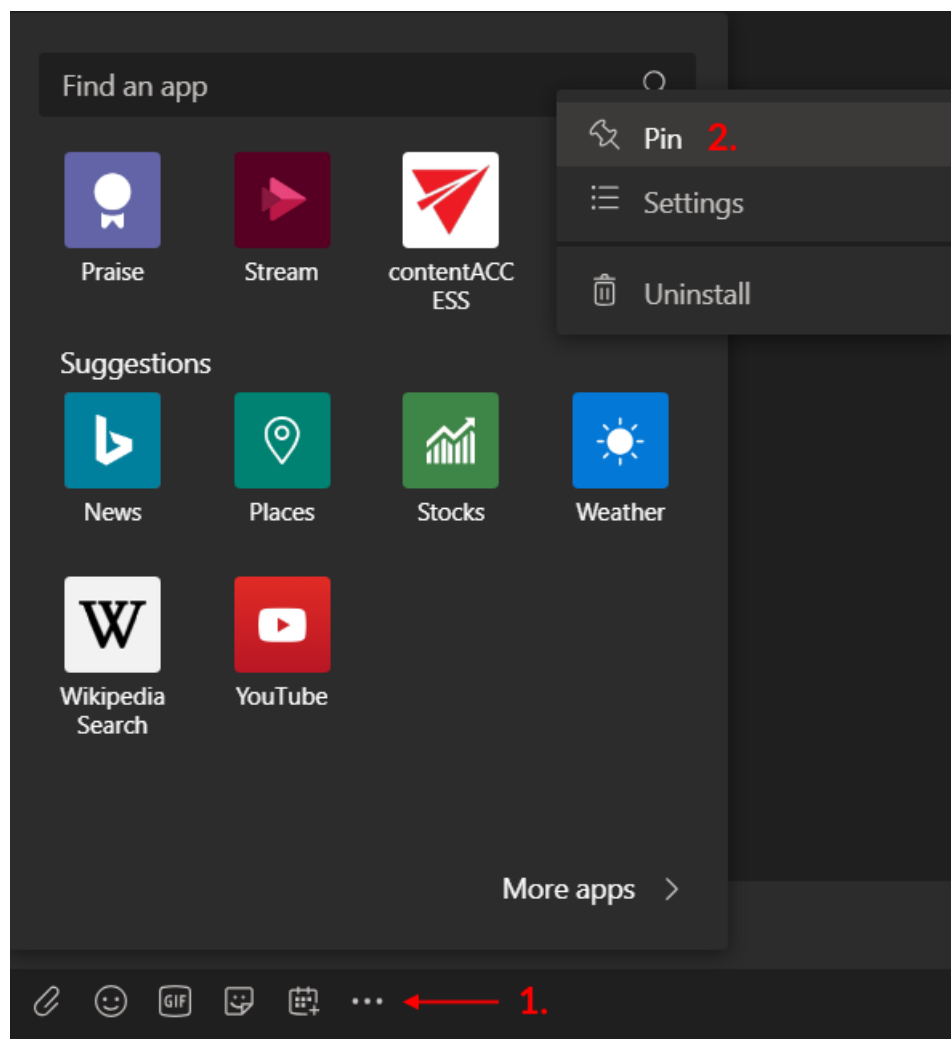
Search for the application by clicking on **Messaging extensions**. The contentACCESS app will either be directly visible or you can search for it. Click on it. You will first need to **sign in**. Enter the credentials you want to sign in with.



You can now start using the app!

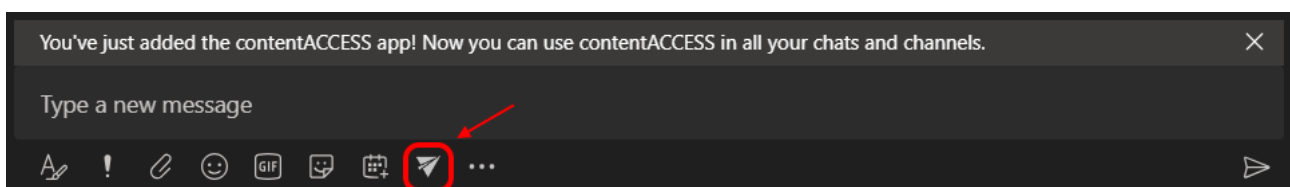
How to use the app

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.

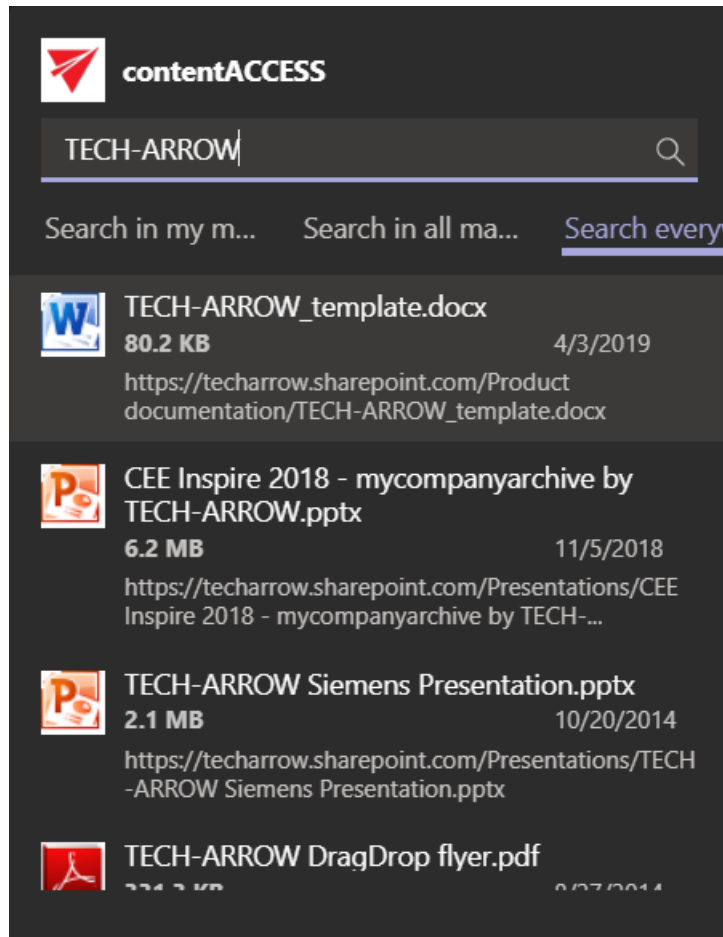
Note: The application is brandable. The icon (and name) will vary based on the brand.



Click on the icon. The **contentACCESS** window will open. Here you can search in your mailbox, all mailboxes or whole archive. You will have access only to the items you have permissions for, based

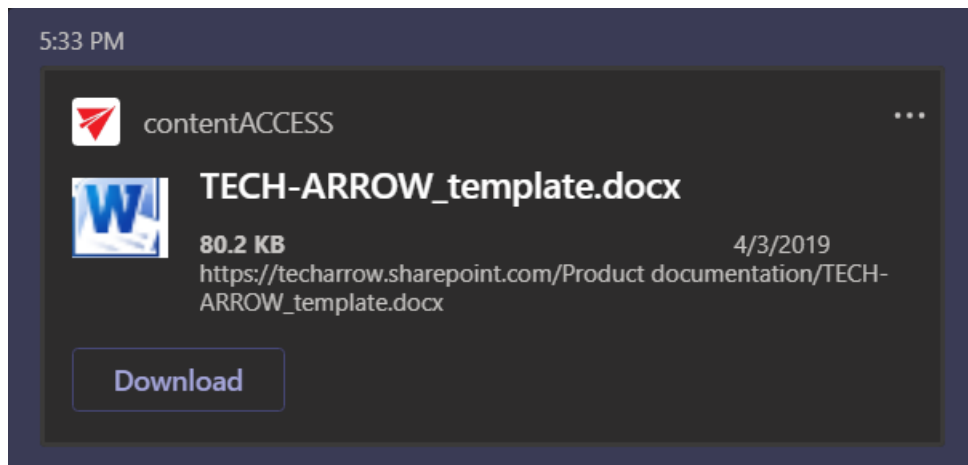


on the user you logged in with. Click on the item you would like to share – it will be added to your message.

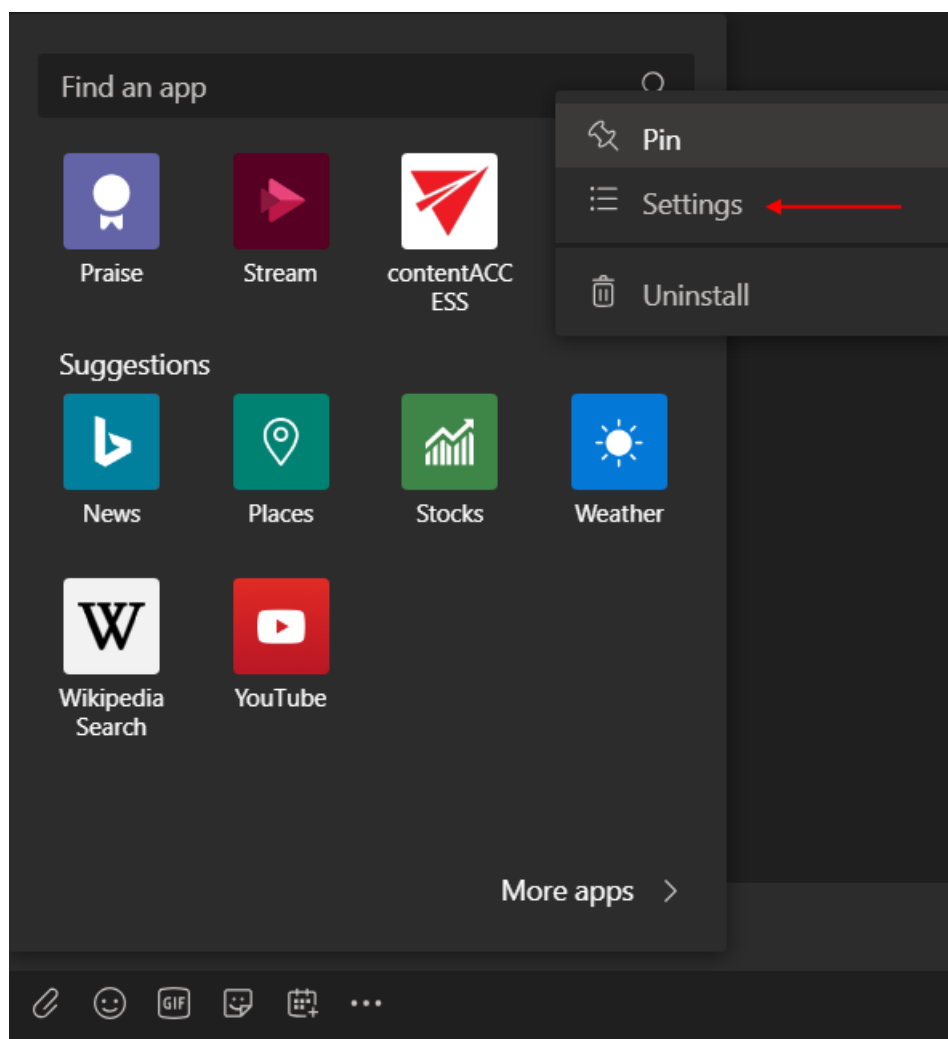


Your chat partner(s) will now be able to download the item you shared by a simple click on the **Download** button! The download link is pointing to **Teams service**, so the user that wants to download the file doesn't need to have a contentACCESS account.

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:

- view the Server name (URL)
- test the connection
- view and change the user you are signed in with
- sign out
- save your settings

A screenshot of a web application interface titled "Application configuration". The interface is dark-themed with white text and input fields. At the top, there is a browser-like address bar showing "https://cats.tech-arrow.com" with a close button (X) on the right. Below the title, there are three main sections: 1. "Server name:" with a text input field containing "https://demo-fulltext.tech-arrow.com" and a "Test connection" button to its right. 2. "Email address:" with a text input field containing "monika.nevicka@tech-arrow.com". 3. "Username: monika.nevicka@tech-arrow.com" followed by two buttons: a red "Sign out" button and a white "Save" button.