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contentACCESS Teams Search App

version 6.4

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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

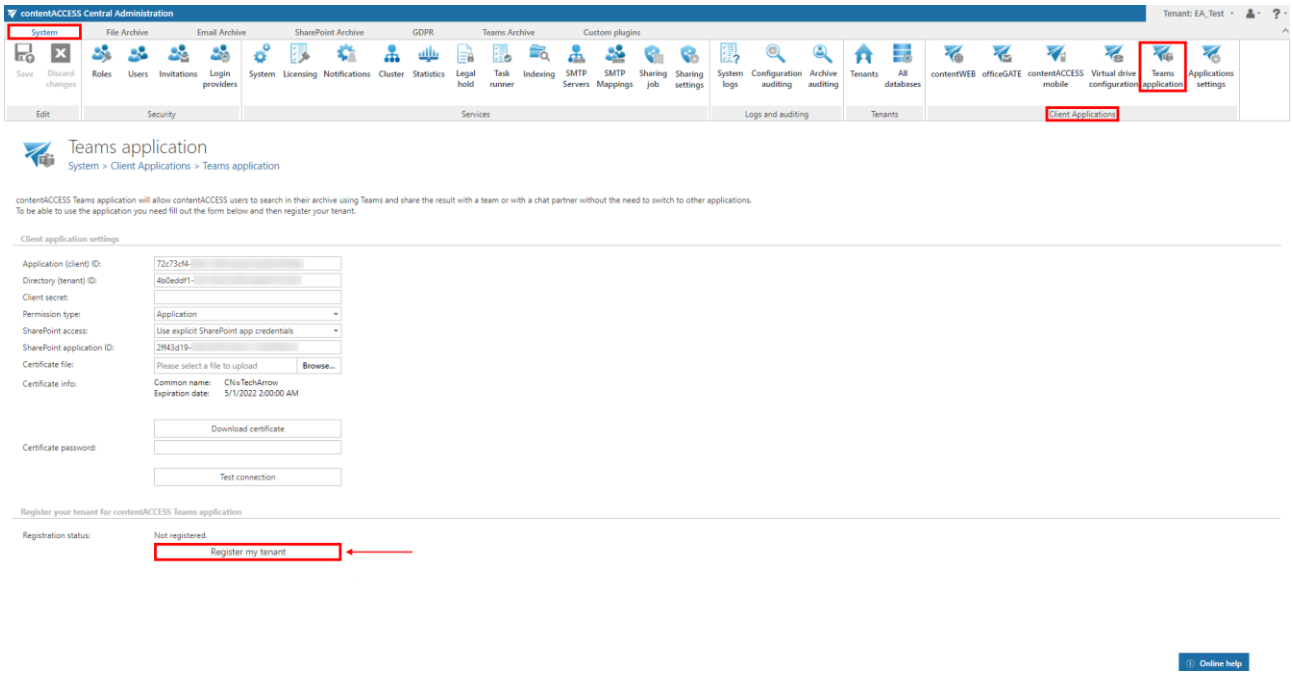
Certificate file: .pfx file, which contains the private and public key of the certificate. Must be the same certificate as the .cer file that has been uploaded to Azure during app registration

Certificate password: the password for the .pfx file

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

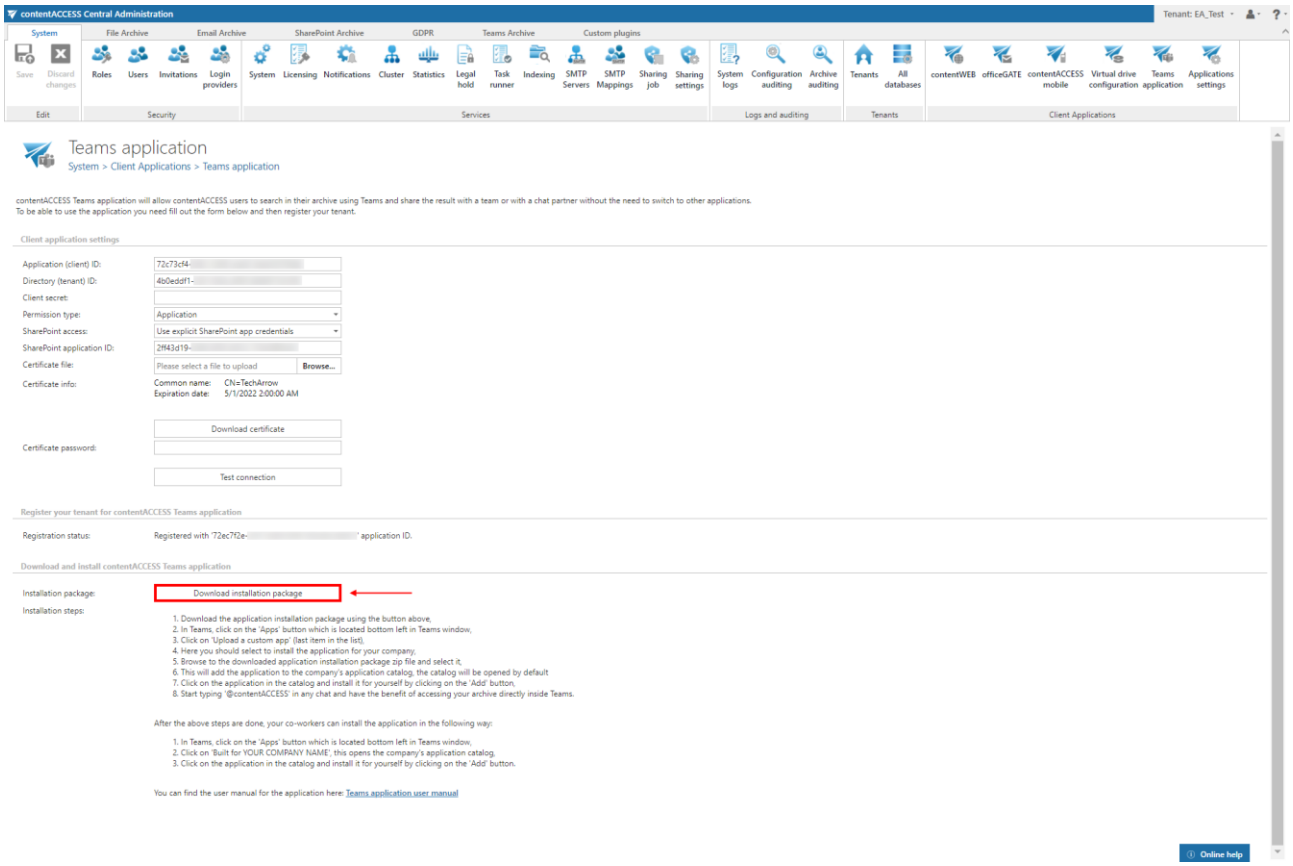
Then, click on **Register my tenant**.

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).

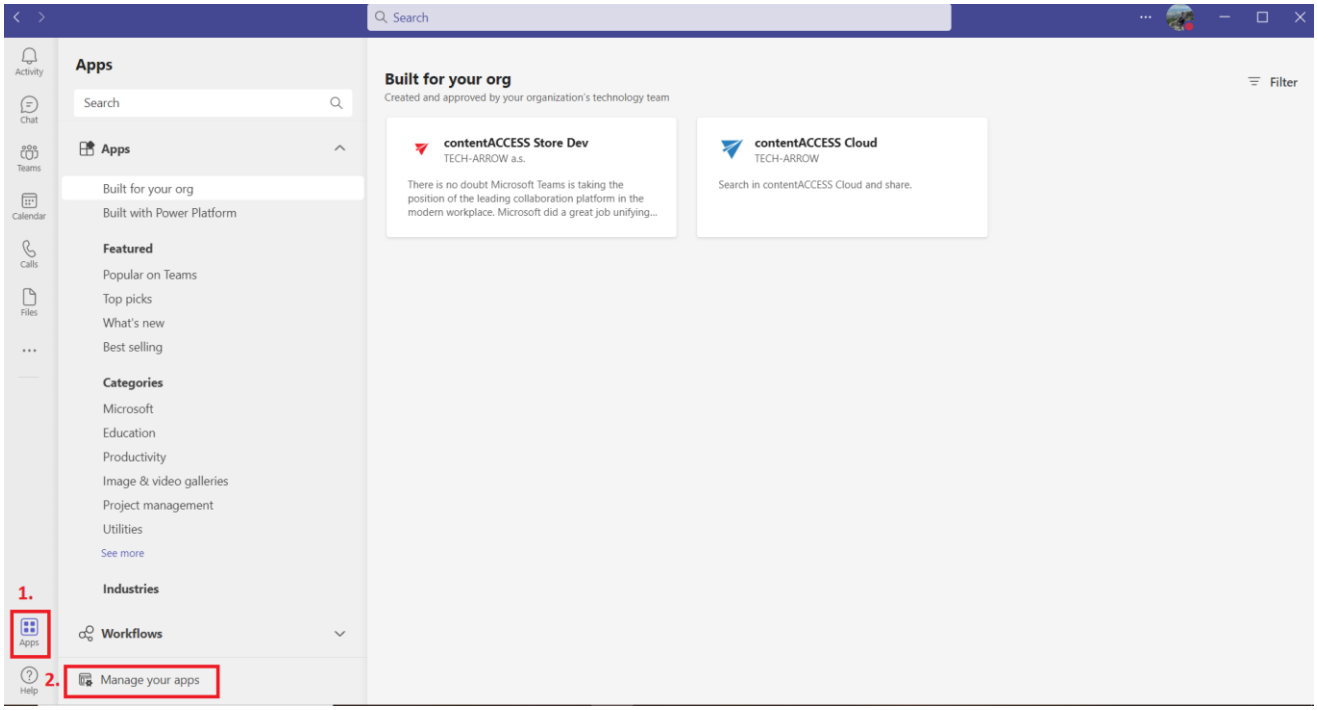


Application ID will be generated. MS Teams will use this ID to retrieve all necessary data (like URL and Tenant ID) from the store.

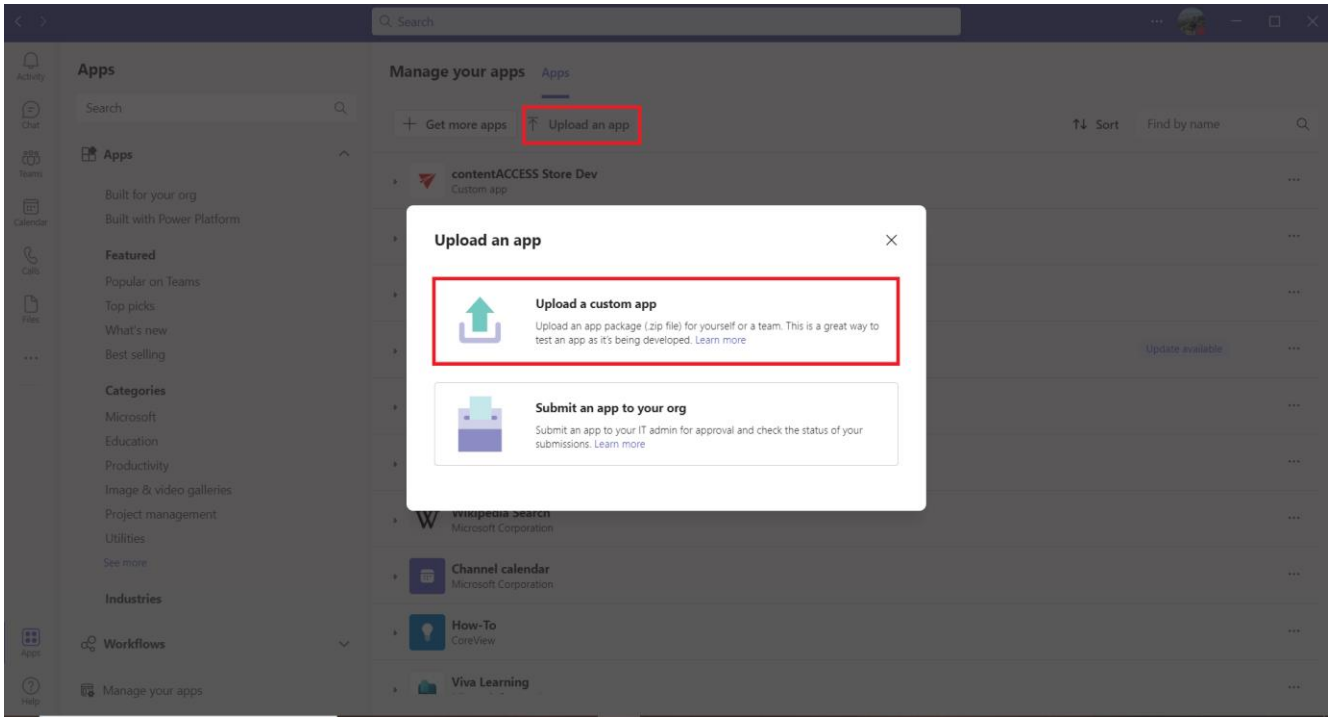
Download the installation package by clicking on the **Download installation package** button.



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**.

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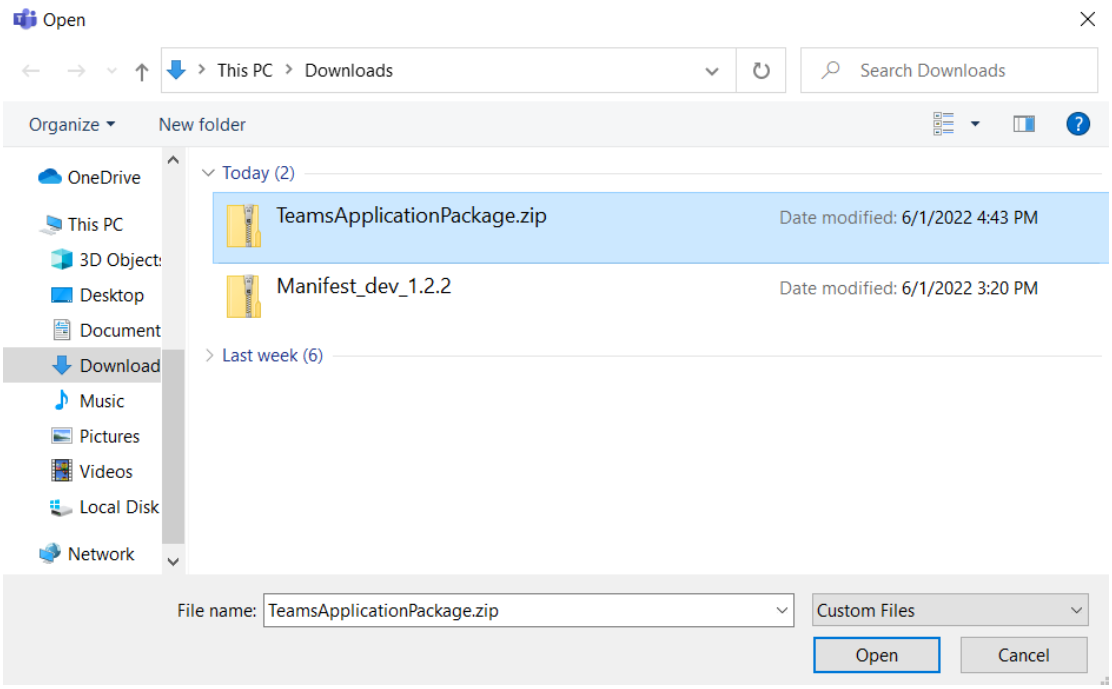
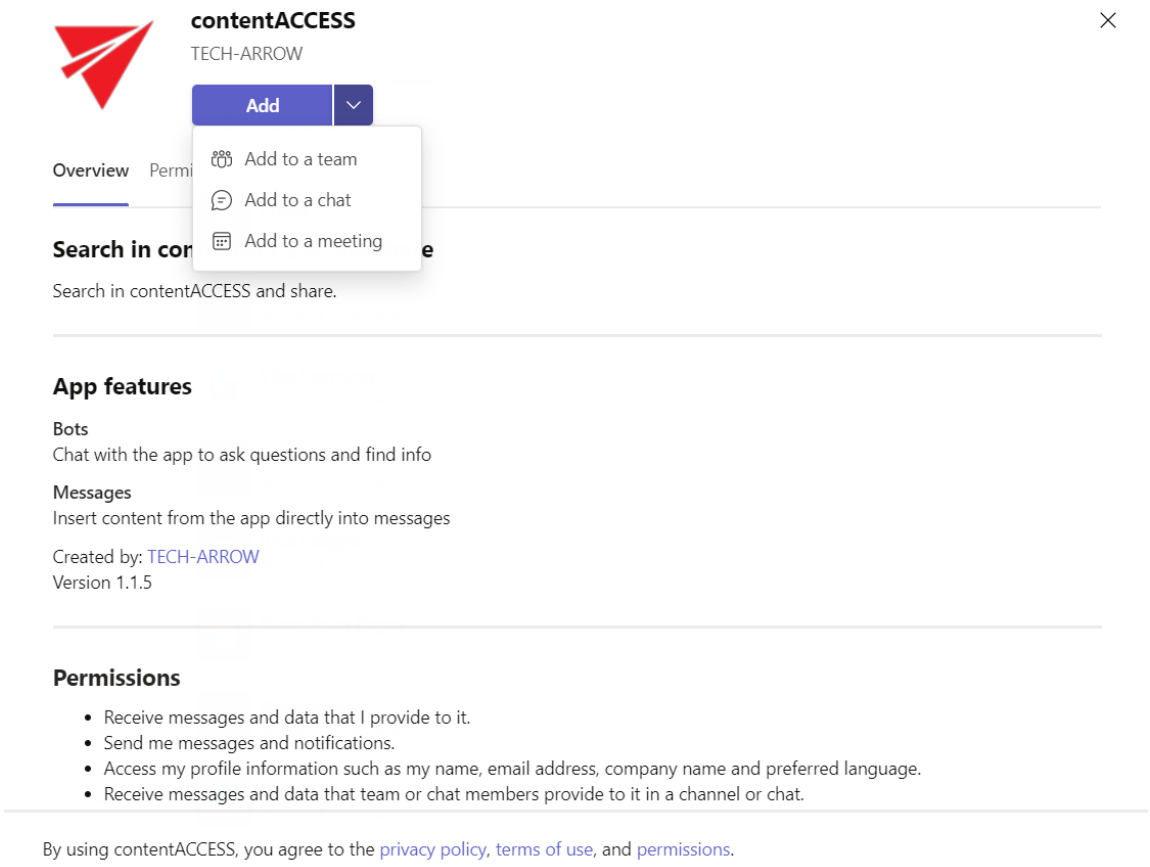
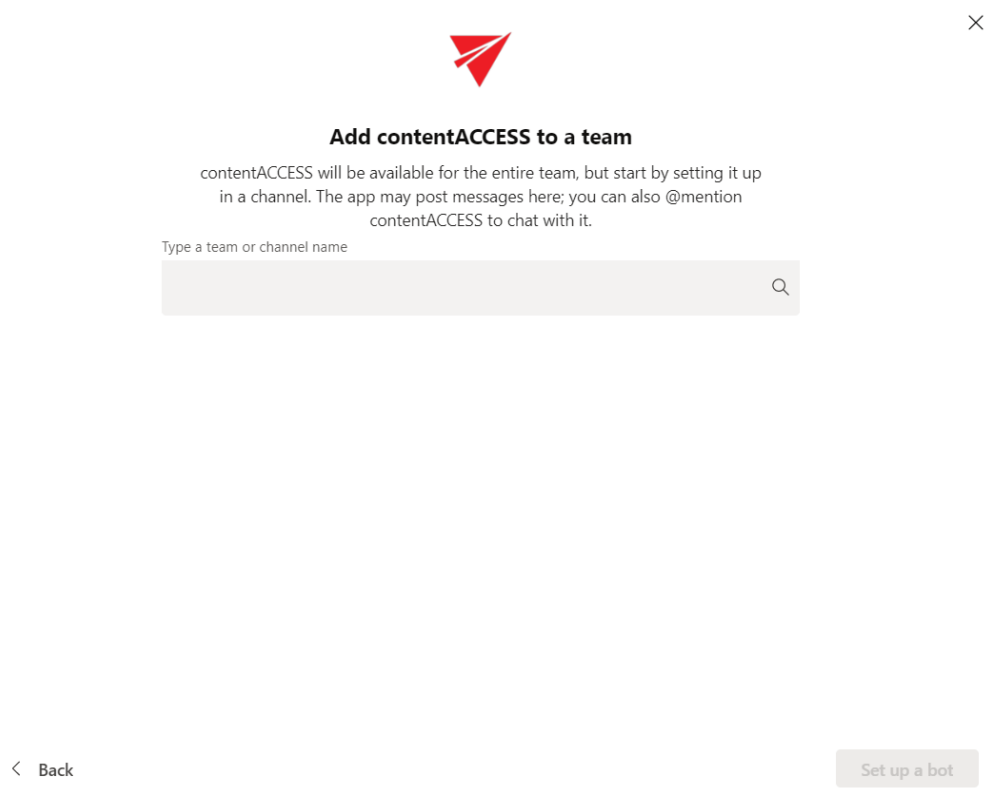


Select one of the four options:

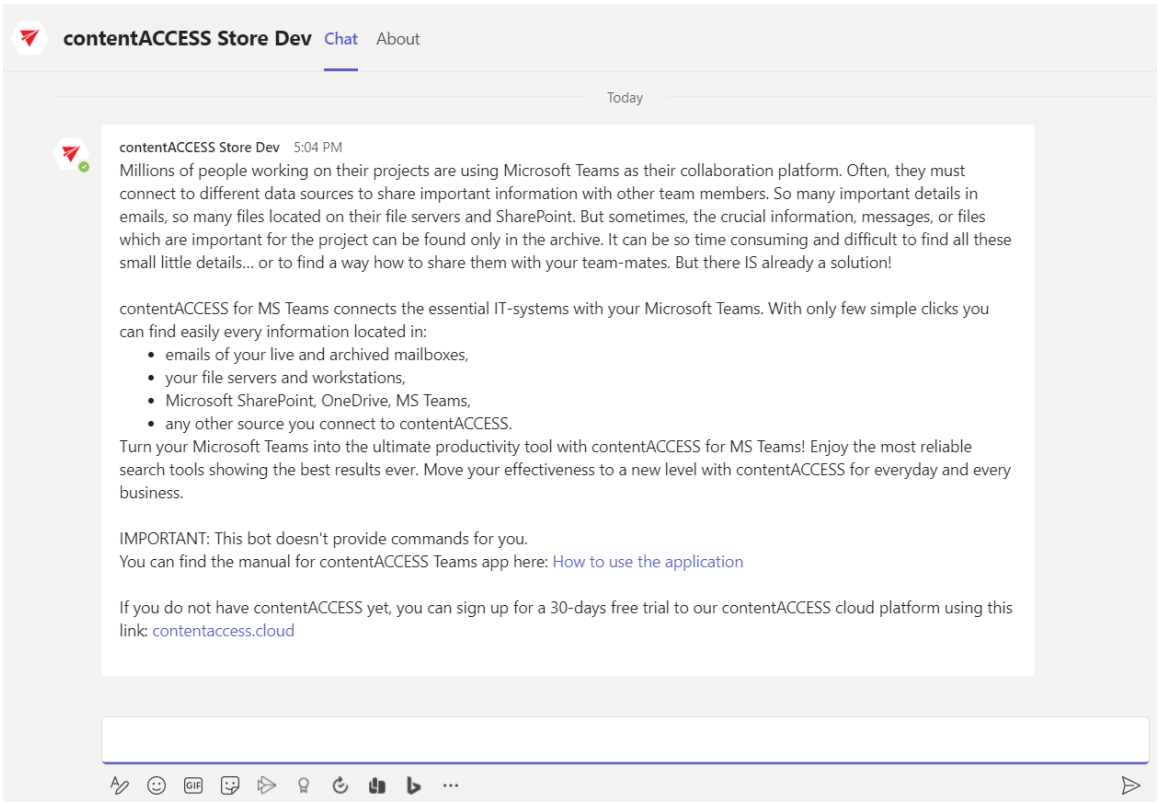
- **Add** – adds the app to all chats and teams just for the user – **this option is recommended**
- **Add to a team** – adds the app to a specific team
- **Add to a chat** – adds the app to a specific chat
- **Add to a meeting** – adds the app to a specific meeting



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.



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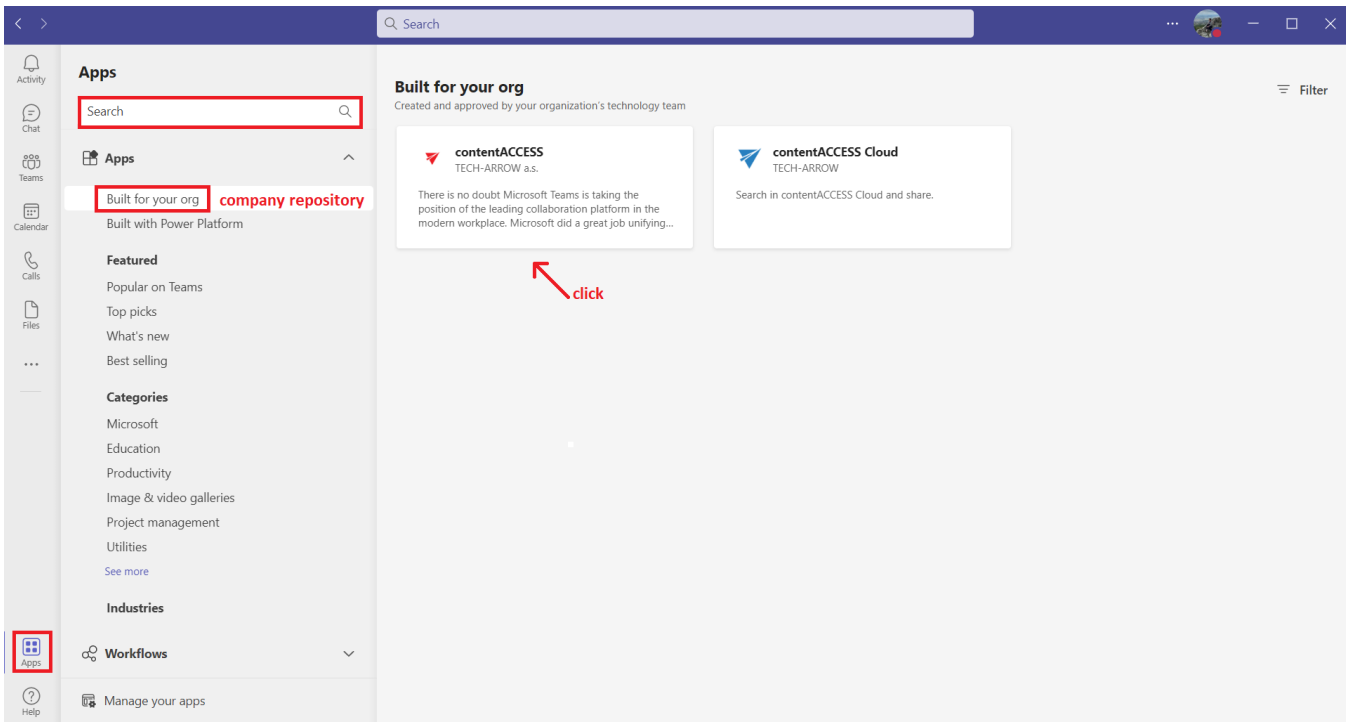
Installation for end users

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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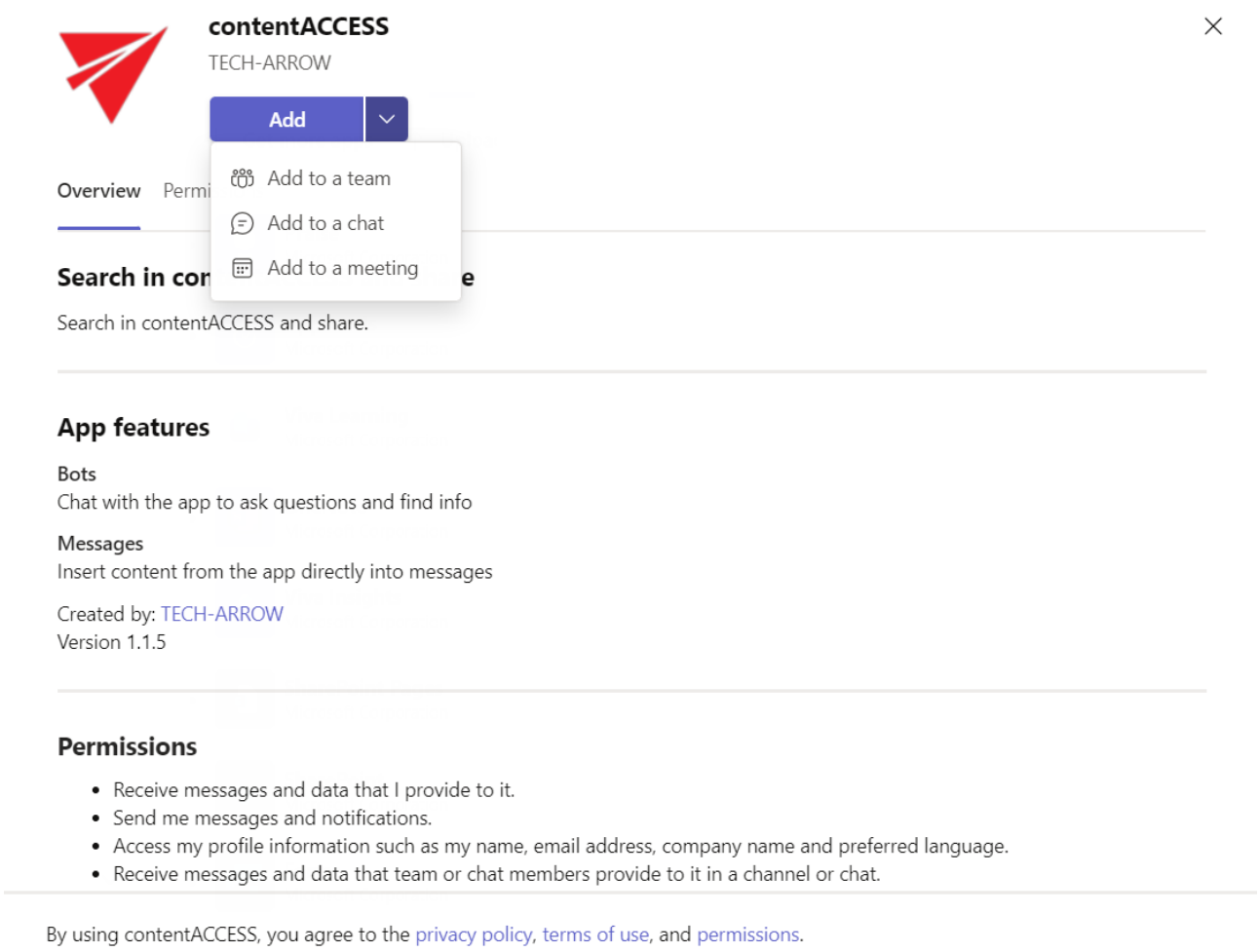

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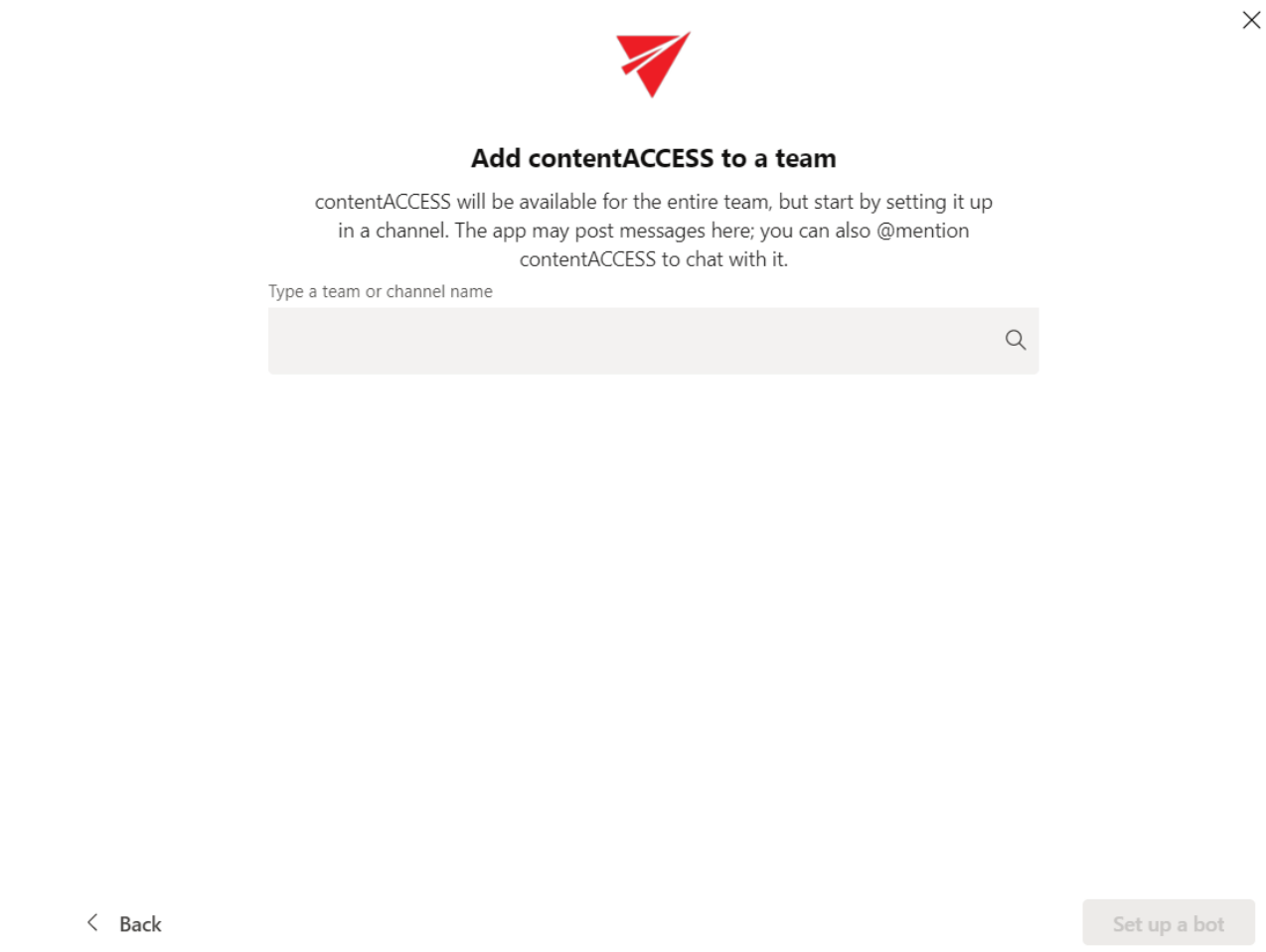

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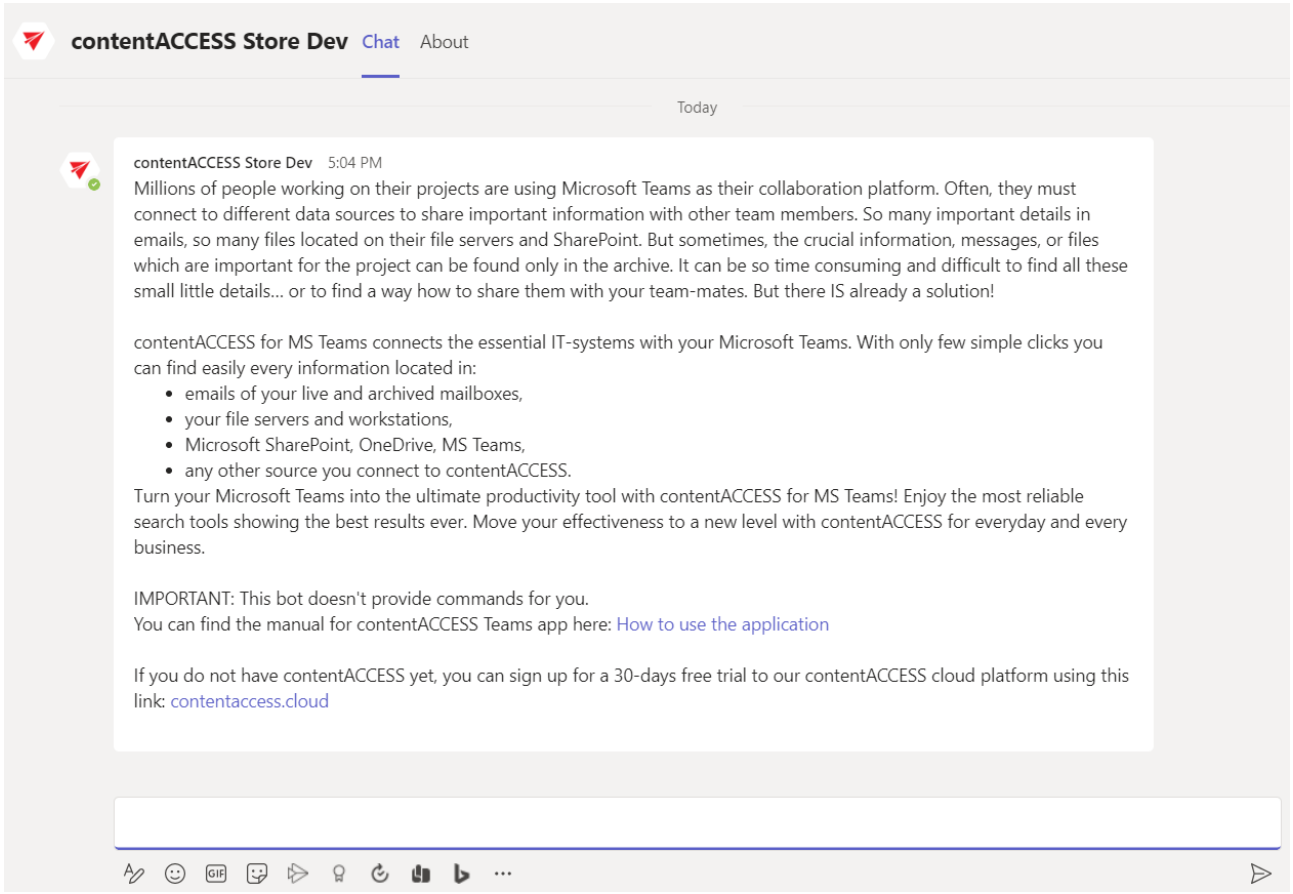
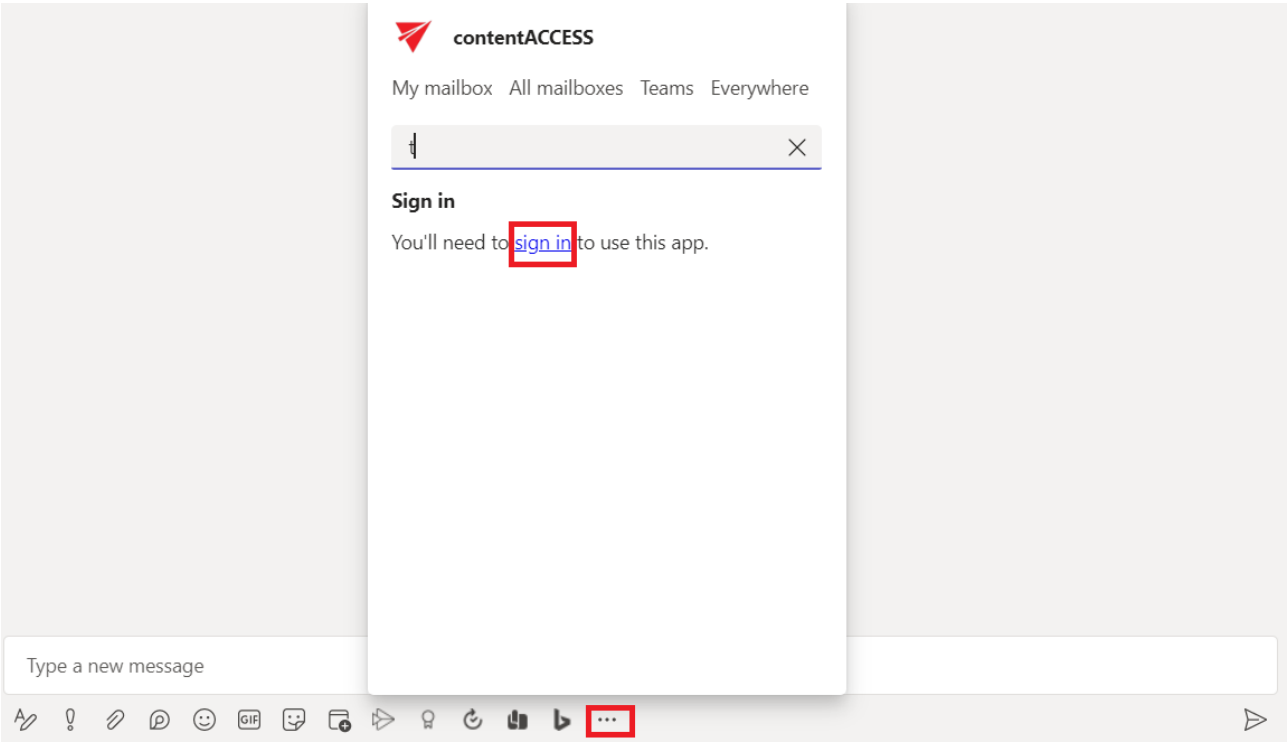


Configuration

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

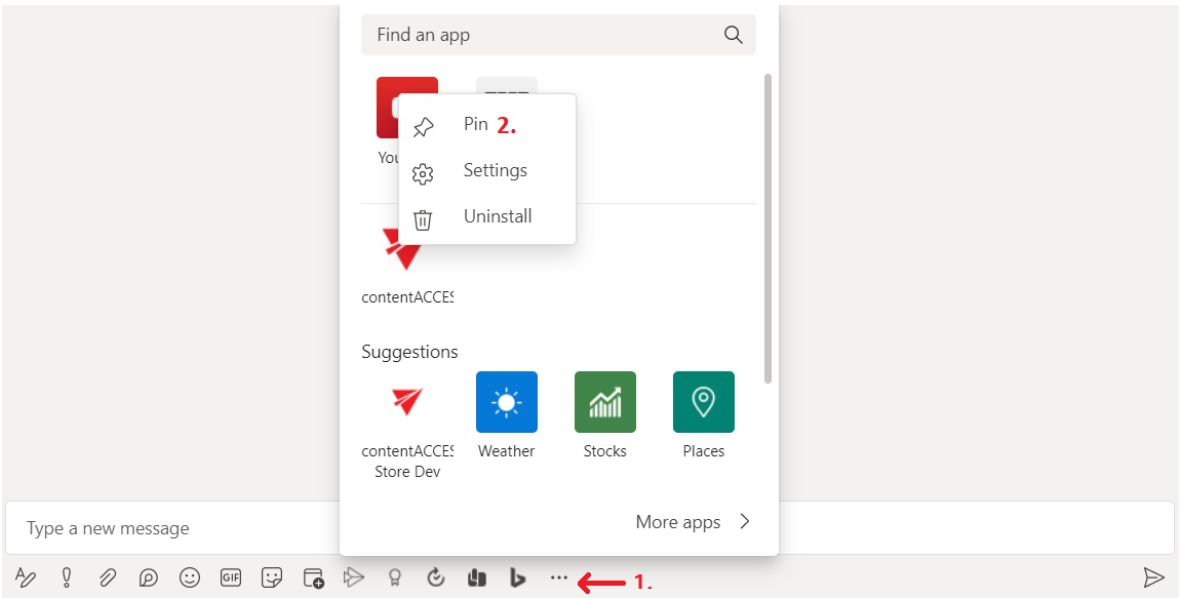
Search for the application by clicking on **Messaging extensions**. The contentACCESS app will either be directly visible or you can search for it. Click on it. You will first need to **sign in**. Enter the credentials you want to sign in with.



You can now start using the app!

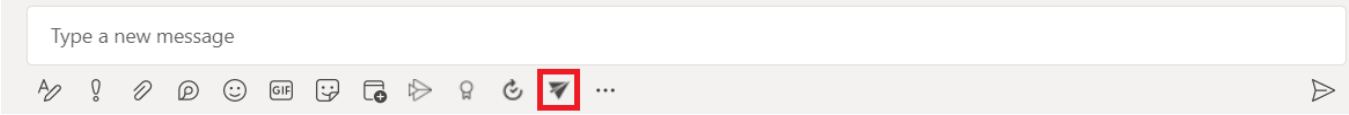
How to use the app

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).

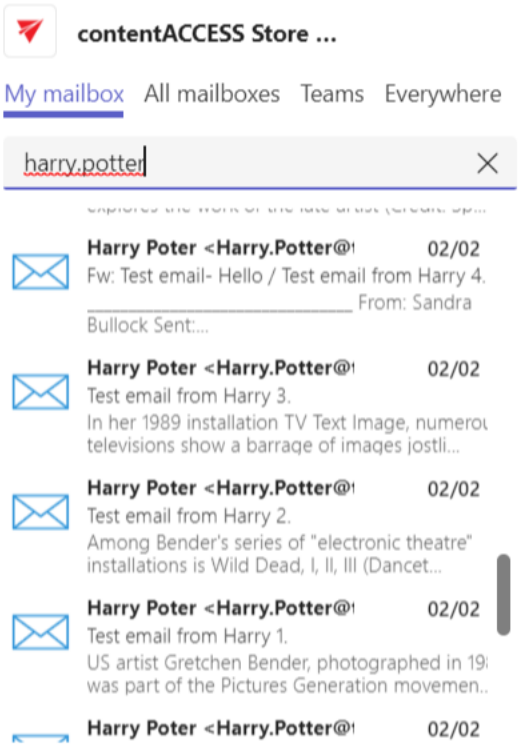


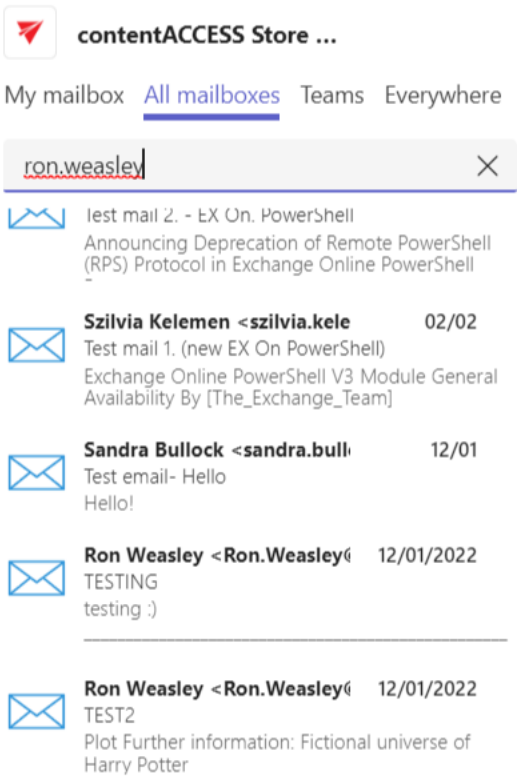
A contentACCESS icon will then appear in the app bar.

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, 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.





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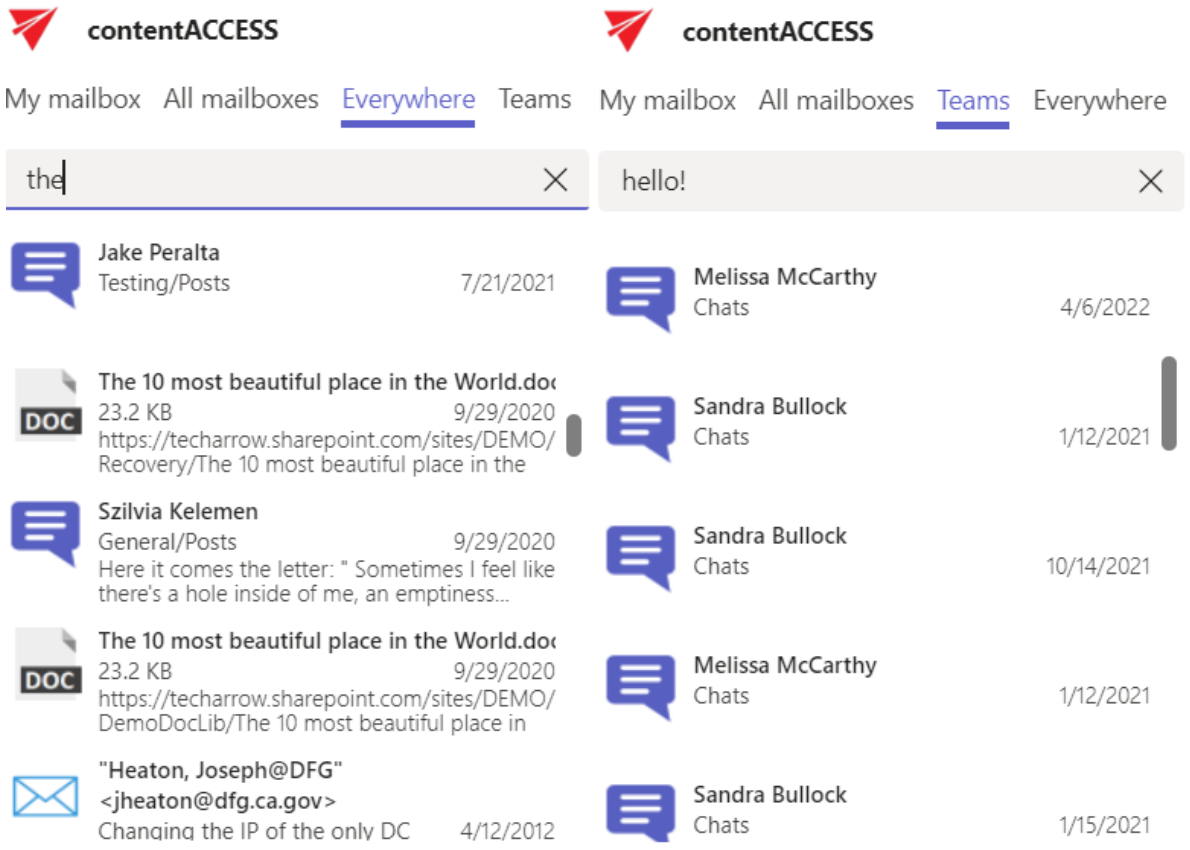

Your chat partner(s) will now be able to download the item you shared with a simple click on the **Download** button! The download link is pointing to **Teams service**, so the user that wants to download the file doesn't need to have a contentACCESS account.

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.

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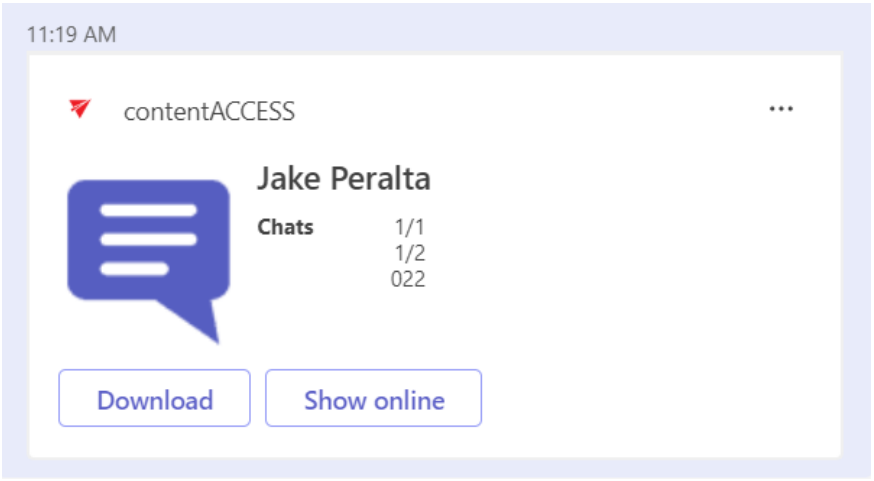
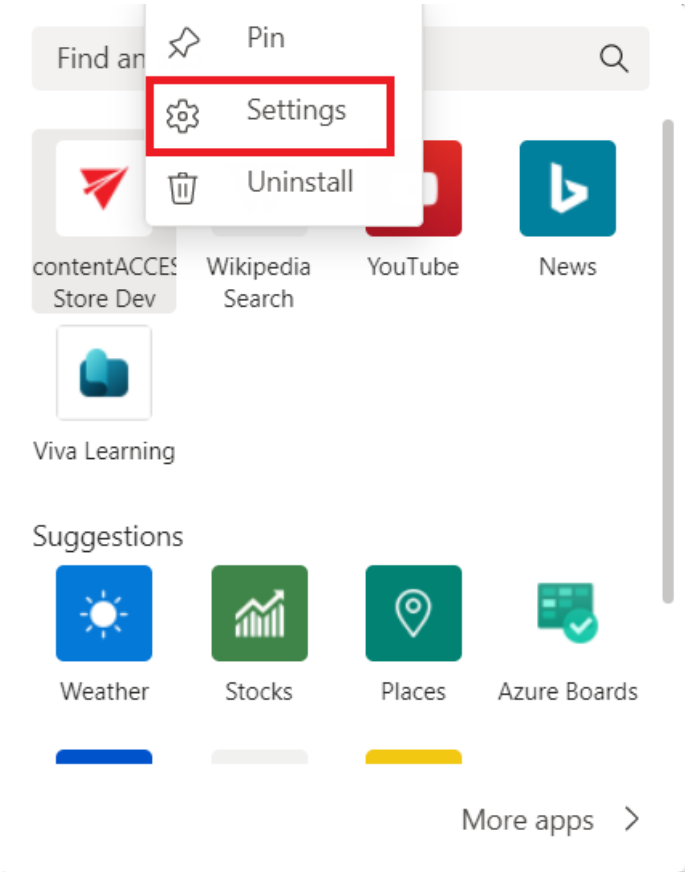
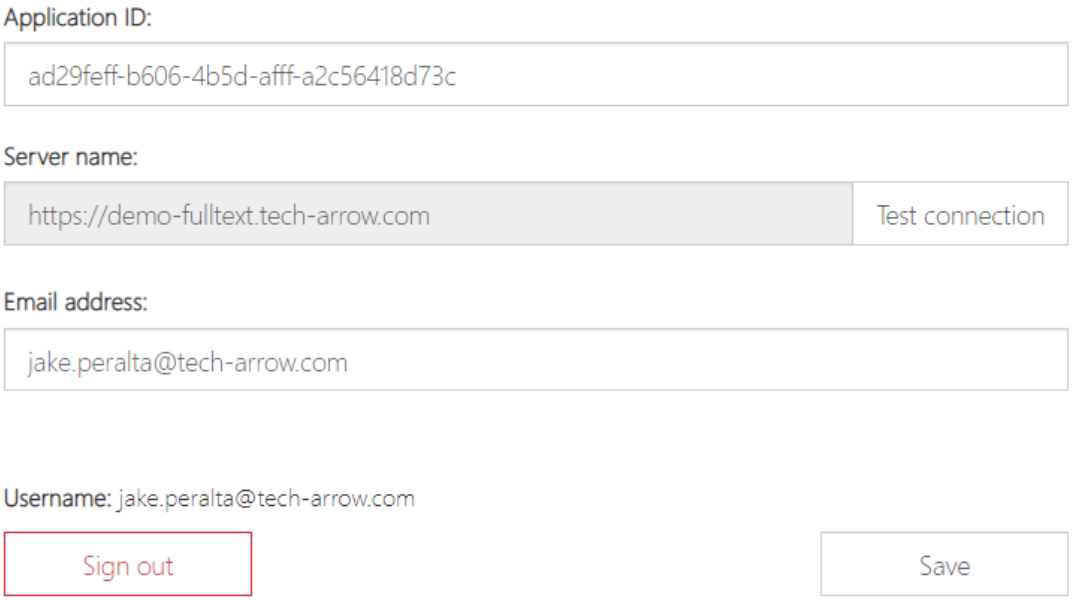


If you want to change the user you are signed in with, right-click on the app and choose **Settings**.



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