

contentACCESS Teams Search App version 7.2



MARCH 26 , 2026

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Introduction

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

In addition, the TeamsSearchApp enables users to open modern shortcuts and archived files in Teams directly through the TeamsSearchApp. (For more information about modern shortcuts, please refer to the relevant sections in the [contentACCESS](#) and the [contentACCESS Portal](#) documentation.)

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 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: 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
 Certificate info: Common name: CN=TechArrow
 Expiration date: 5/1/2022 2:00:00 AM

 Certificate password:

Register your tenant for contentACCESS Teams application

Registration status: Not registered

[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 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

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 Certificate file: Please select a file to upload
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 Expiration date: 5/1/2022 2:00:00 AM

 Certificate password:

Register your tenant for contentACCESS Teams application

Registration status: Registered with 72c732e- application ID.

Download and Install contentACCESS Teams application

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.

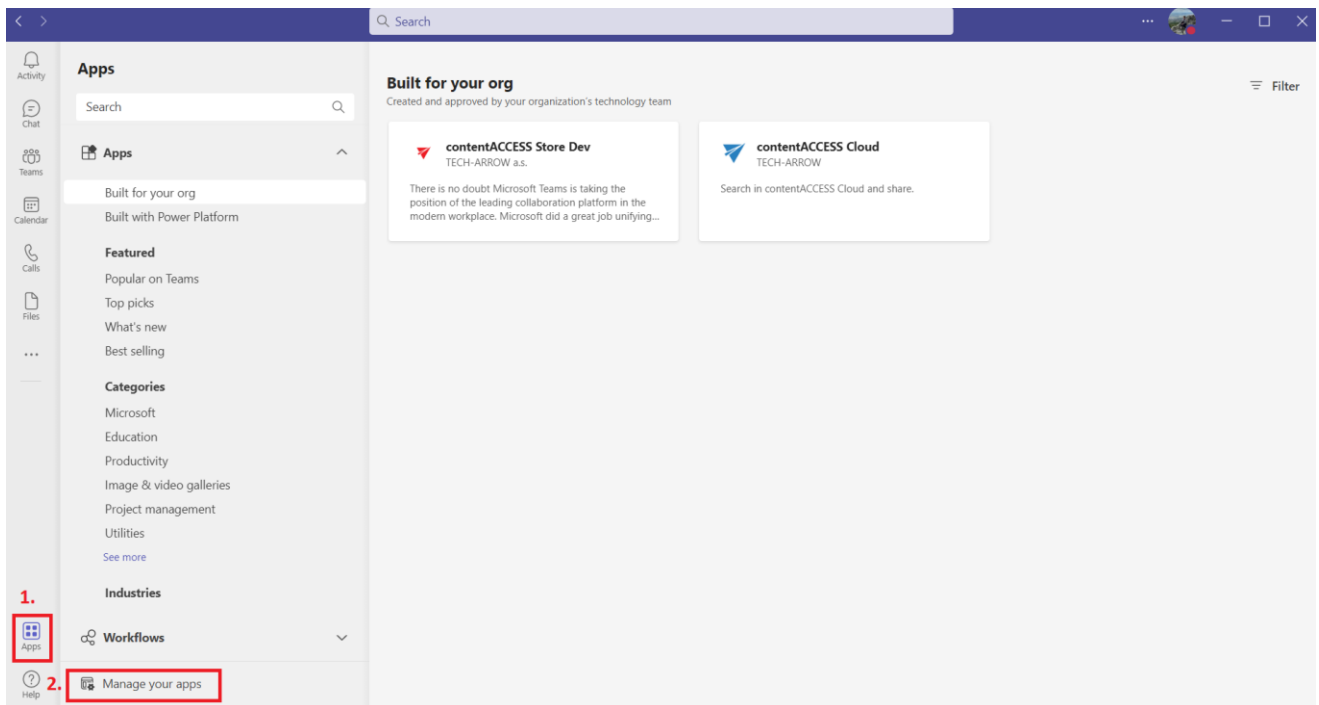
After the above steps are done, your co-workers can install the application in the following way:

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.

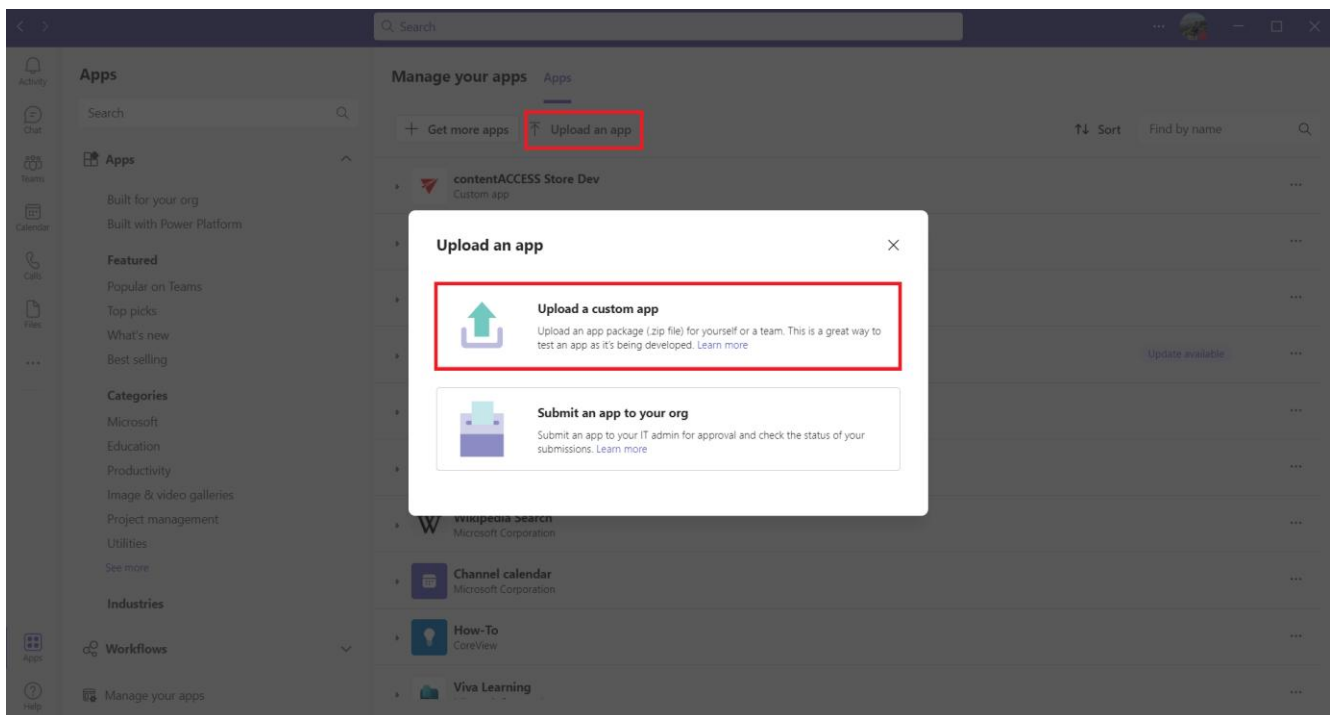
You can find the user manual for the application here: [Teams application user manual](#)

[Online help](#)

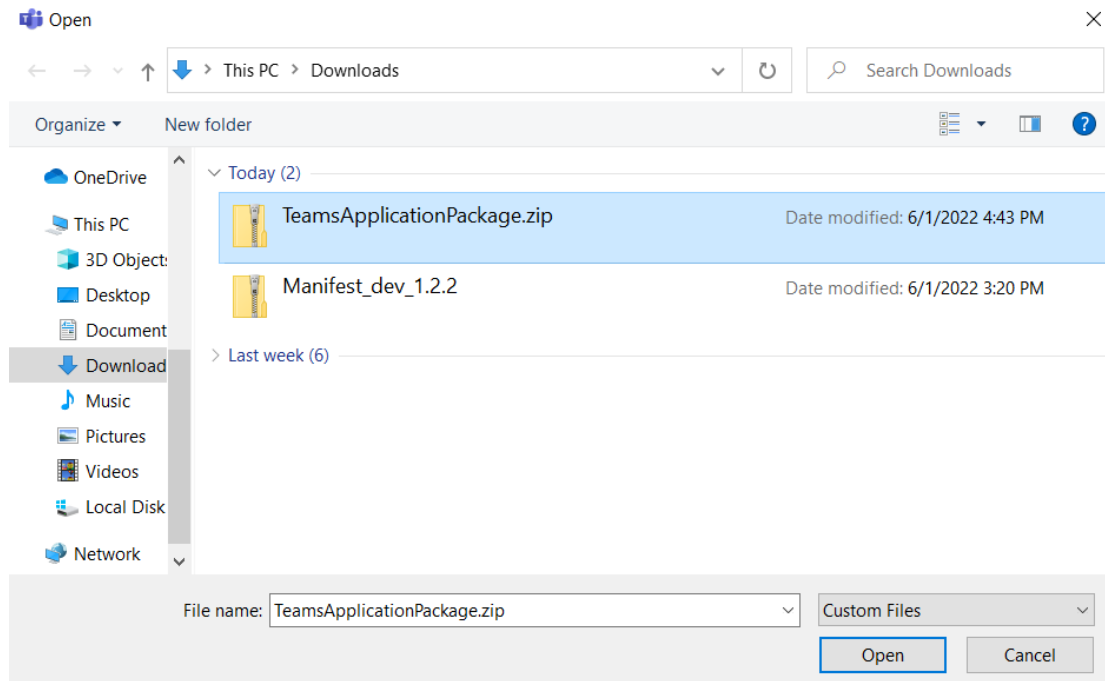
First, open your MS Teams application and navigate to the **Apps** in the bottom left corner. Then click on the **Manage your apps** option.



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

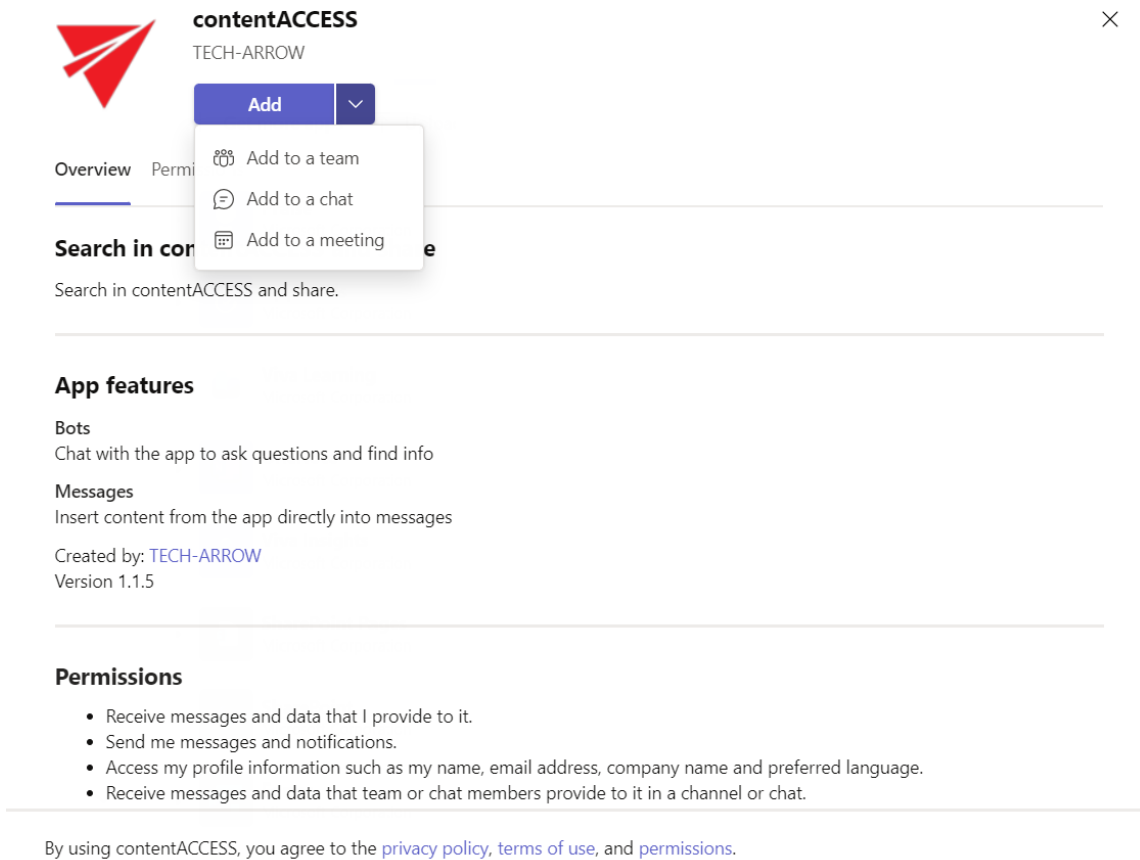


Locate the installation package you downloaded earlier and click **Open**.



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



contentACCESS
TECH-ARROW

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.

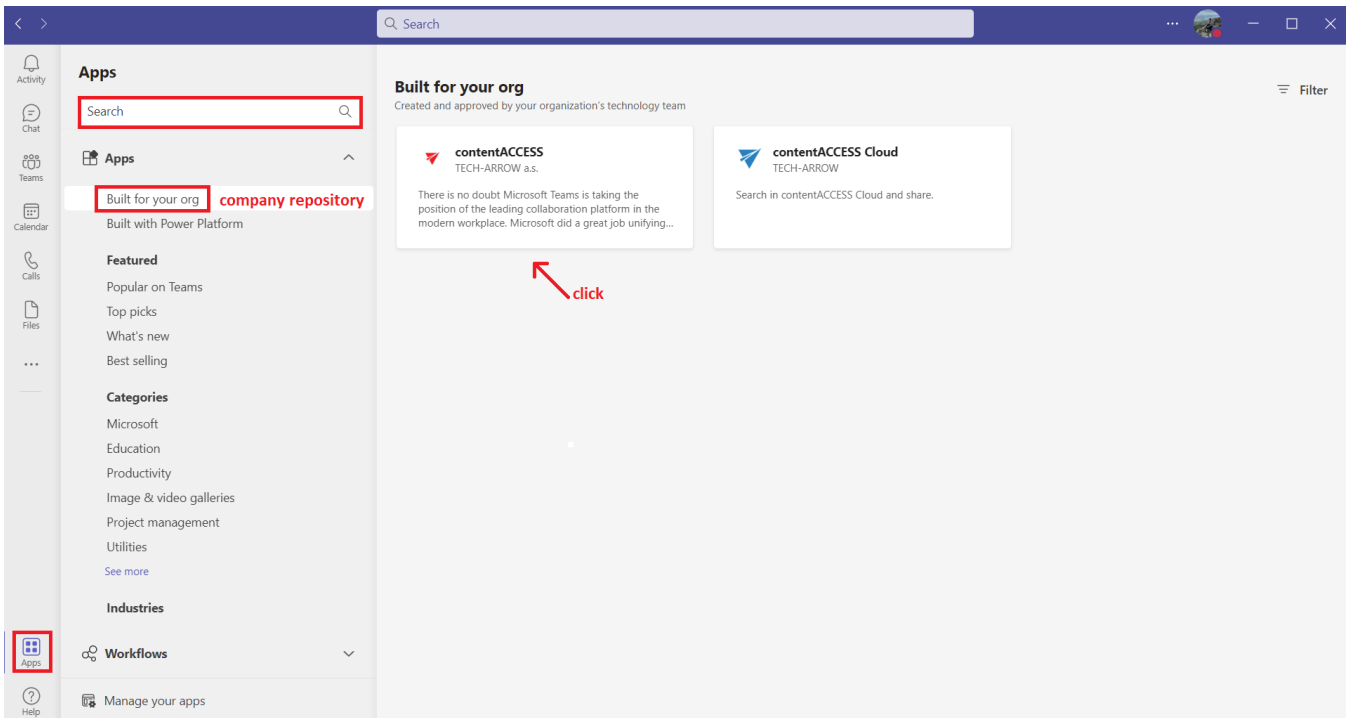
Turn your Microsoft Teams into the ultimate productivity tool with contentACCESS for MS Teams! Enjoy the most reliable search tools showing the best results ever. Move your effectiveness to a new level with contentACCESS for everyday and every business.

IMPORTANT: This bot doesn't provide commands for you.
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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

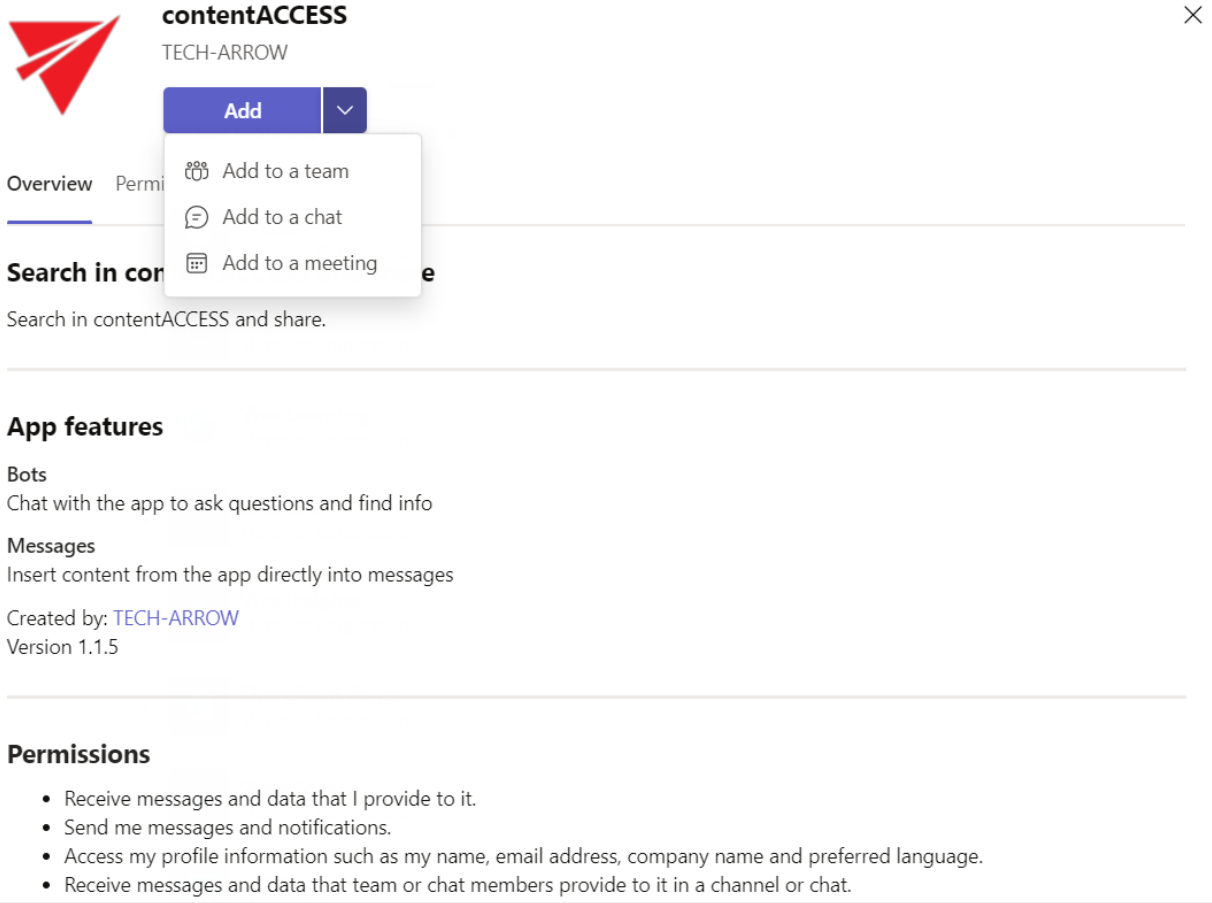
Installation for end users

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:

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- **Add to a team** – adds the app to a specific team
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contentACCESS ×
TECH-ARROW

Add ▾

- 👥 Add to a team
- 💬 Add to a chat
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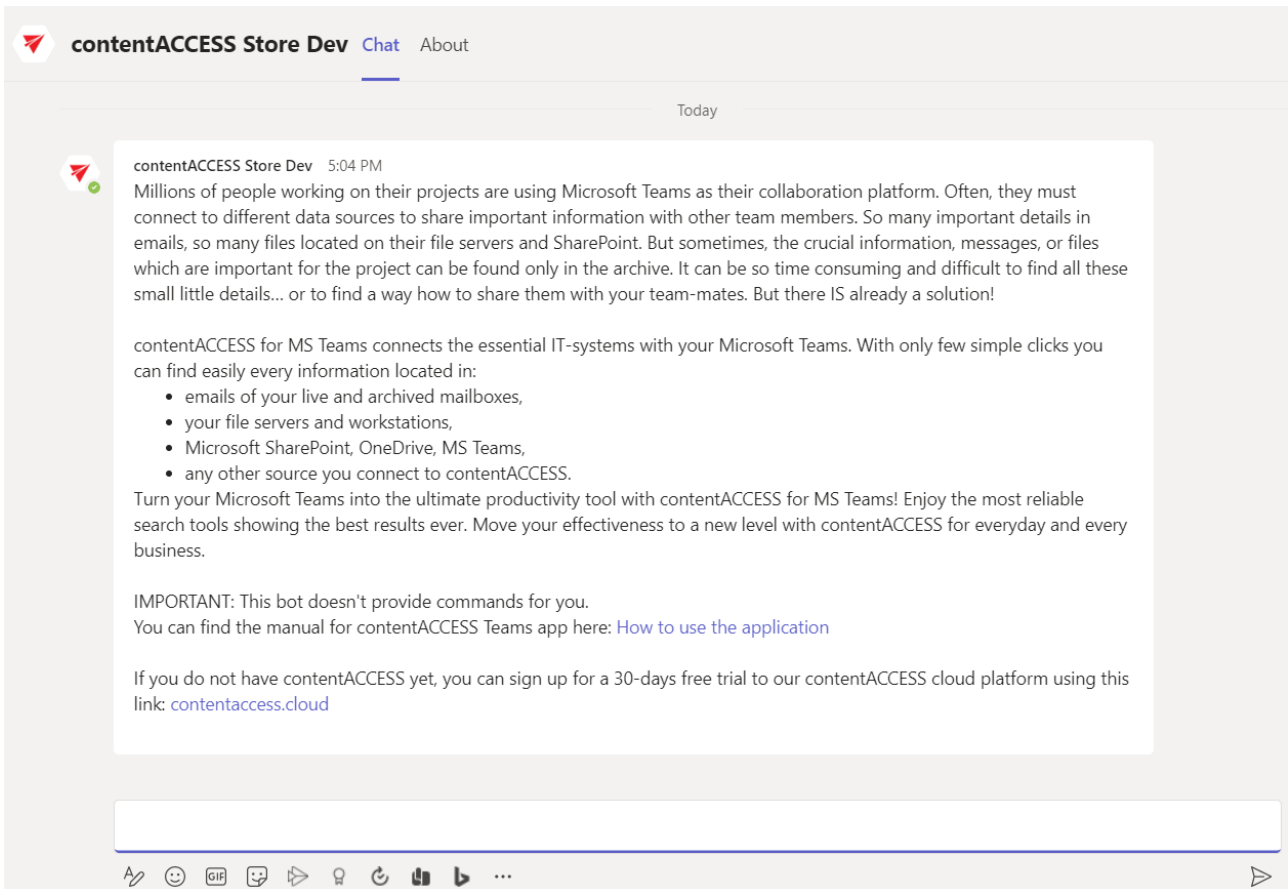
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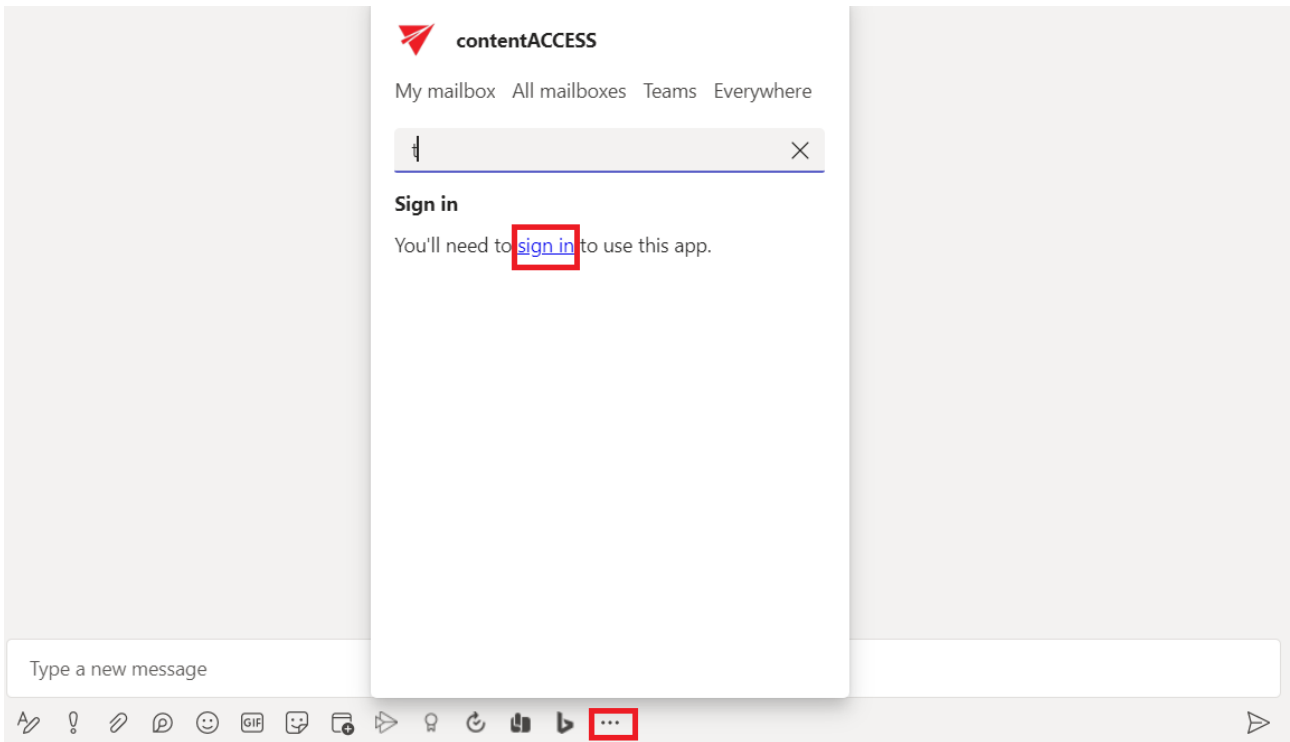
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Configuration

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

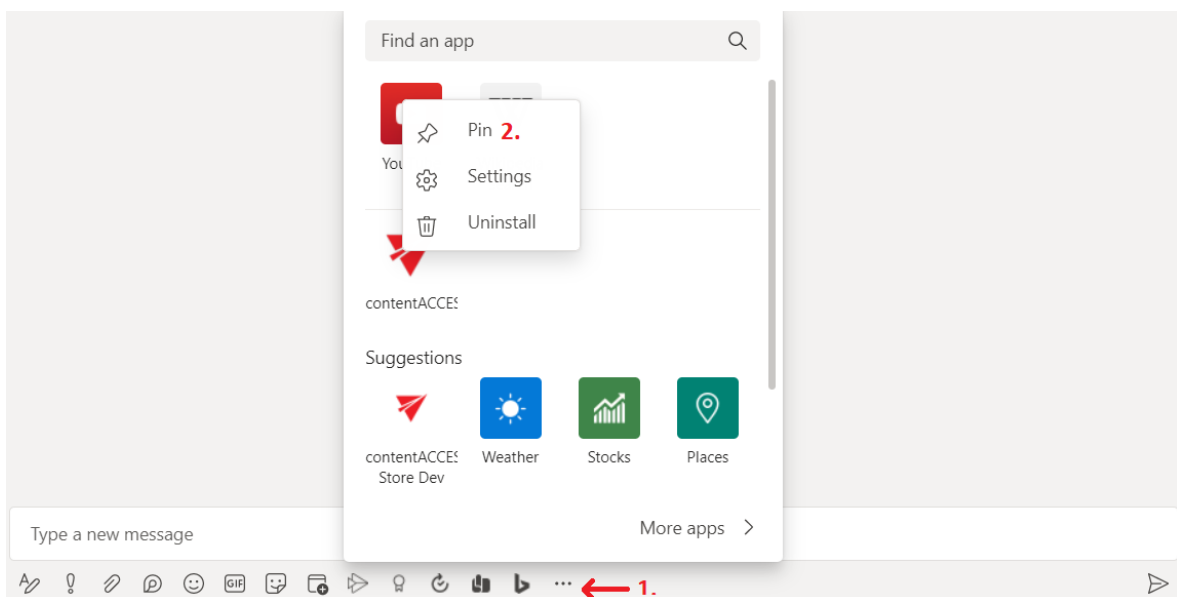
Search for the application by clicking on **Messaging extensions**. The contentACCESS app will either be directly visible or you can search for it. Click on it. You will first need to **sign in**. Enter the credentials you want to sign in with.



You can now start using the app!

How to use the app

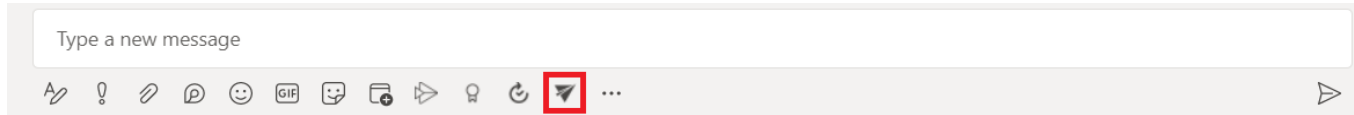
First, we would like to recommend you to pin the contentACCESS app – this will save you a lot of time. Click on the **Messaging extensions** button (1). Right-click on the contentACCESS icon and click on **Pin** (2).





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.

contentACCESS Store ...

My mailbox All mailboxes Teams Everywhere

harry.potter

- Harry Potter** <Harry.Potter@...> 02/02
Fw: Test email- Hello / Test email from Harry 4.
From: Sandra Bullock Sent:...
- Harry Potter** <Harry.Potter@...> 02/02
Test email from Harry 3.
In her 1989 installation TV Text Image, numerous televisions show a barrage of images jostli...
- Harry Potter** <Harry.Potter@...> 02/02
Test email from Harry 2.
Among Bender's series of "electronic theatre" installations is Wild Dead, I, II, III (Dancet...
- Harry Potter** <Harry.Potter@...> 02/02
Test email from Harry 1.
US artist Gretchen Bender, photographed in 19... was part of the Pictures Generation movemen..
- Harry Potter** <Harry.Potter@...> 02/02

contentACCESS Store ...

My mailbox All mailboxes Teams Everywhere

ron.weasley

- Test mail 2. - EX On. PowerShell
Announcing Deprecation of Remote PowerShell (RPS) Protocol in Exchange Online PowerShell
- Szilvia Kelemen** <szilvia.kele...> 02/02
Test mail 1. (new EX On PowerShell)
Exchange Online PowerShell V3 Module General Availability By [The_Exchange_Team]
- Sandra Bullock** <sandra.bull...> 12/01
Test email- Hello
Hello!
- Ron Weasley** <Ron.Weasley@...> 12/01/2022
TESTING
testing :)
- Ron Weasley** <Ron.Weasley@...> 12/01/2022
TEST2
Plot Further information: Fictional universe of Harry Potter



contentACCESS

My mailbox All mailboxes Everywhere Teams

the X

- 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

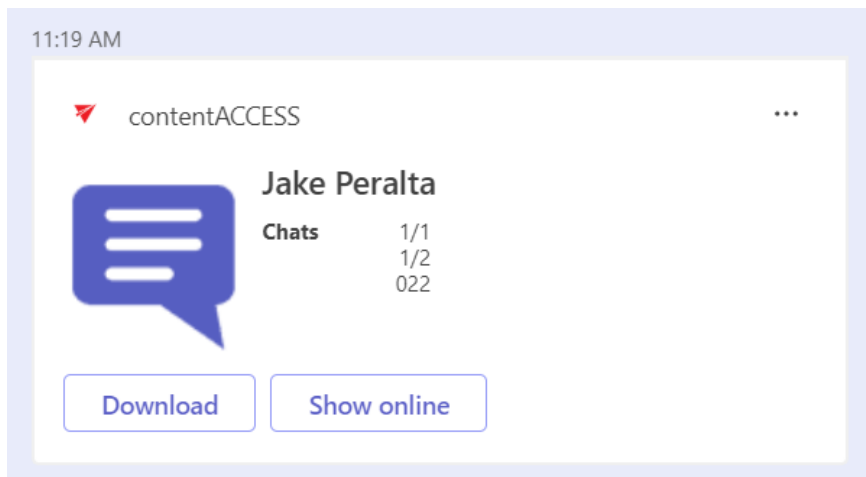
hello! X

- 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

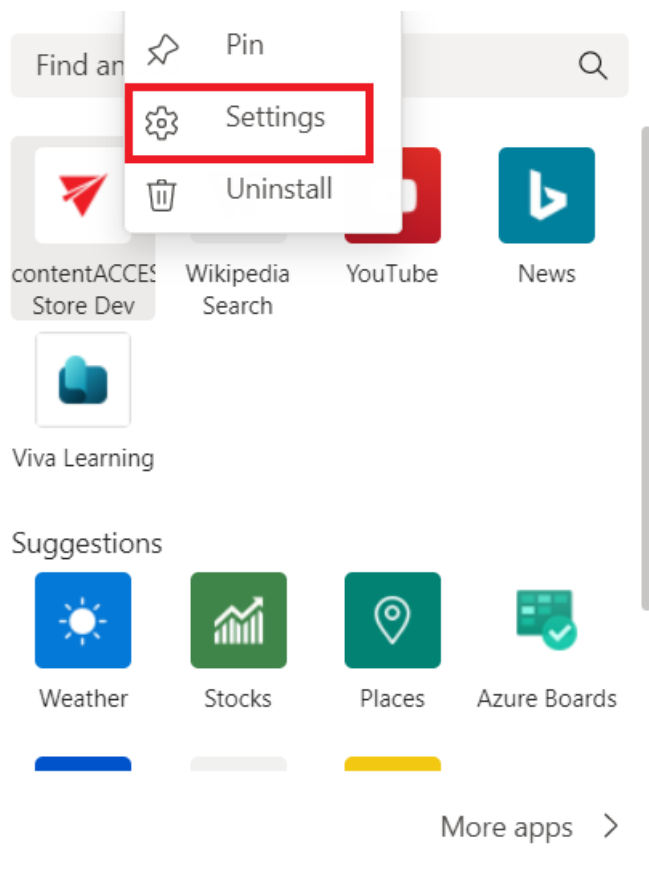
Your chat partner(s) will now be able to download the item you shared with a simple click on the **Download** button! The download link is pointing to **Teams service**, so the user that wants to download the file doesn't need to have a contentACCESS account.

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:

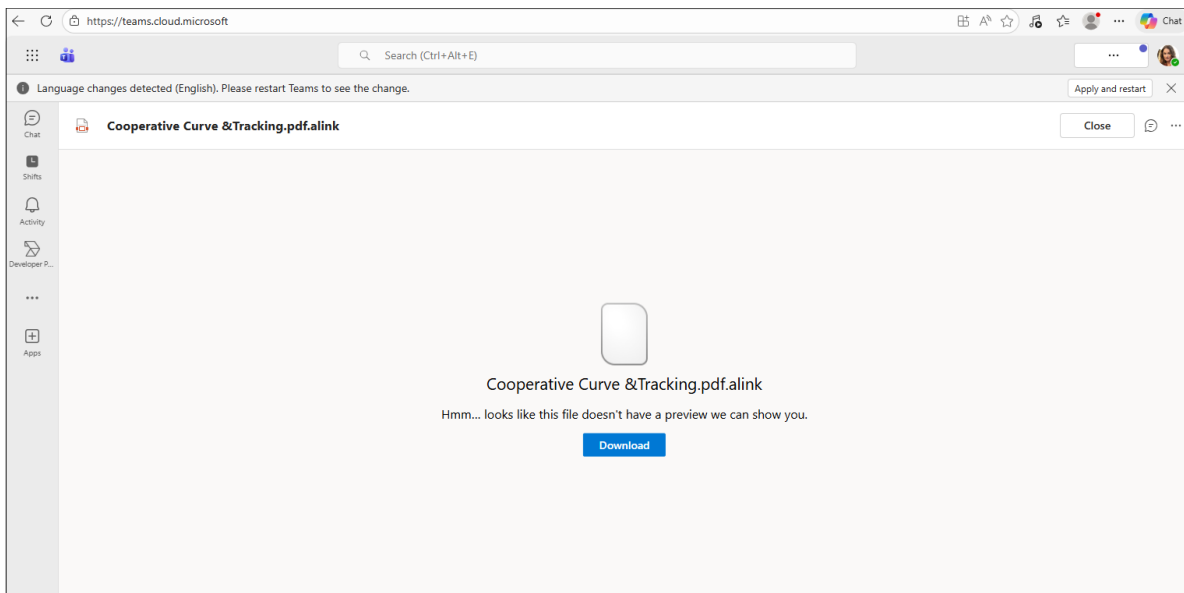
Server name:

Email address:

Username: jake.peralta@tech-arrow.com

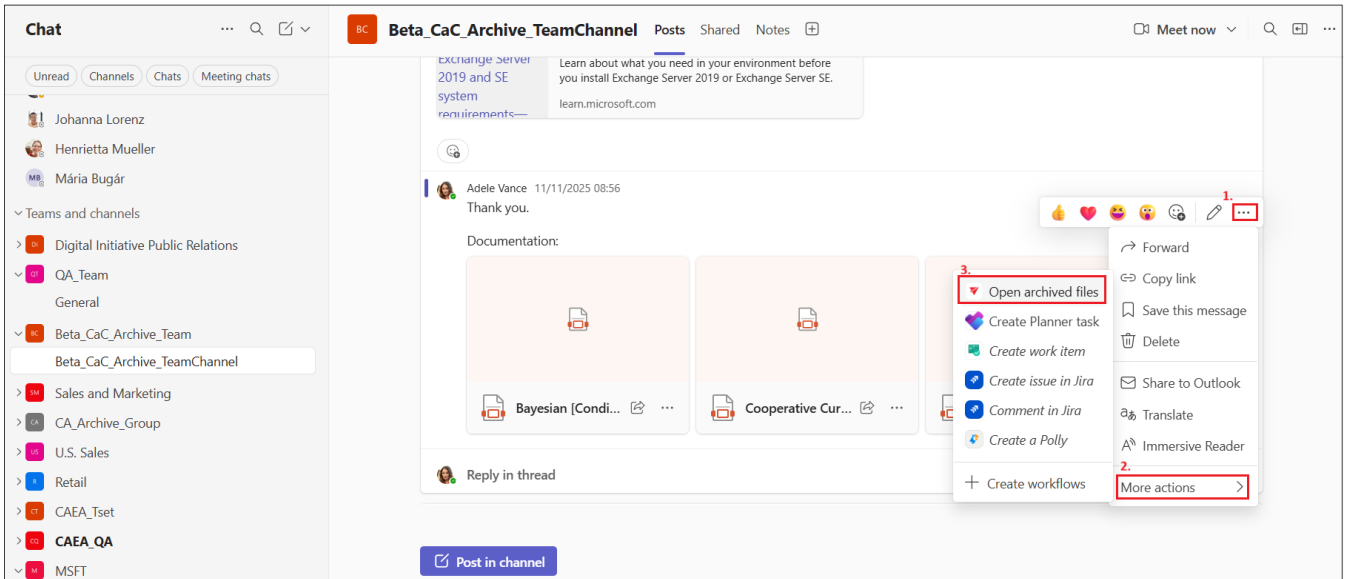
Opening modern shortcuts in TeamsSearchApp

If the TeamsSearchApp is installed in Microsoft Teams and there are **modern shortcut** files in the selected team, users can open these files directly through the TeamsSearchApp. This option is available because if you simply click the file in the post, Teams will attempt to open the shortcut itself (in **.alink** format) rather than the original archived file, so the actual file content will not be displayed.

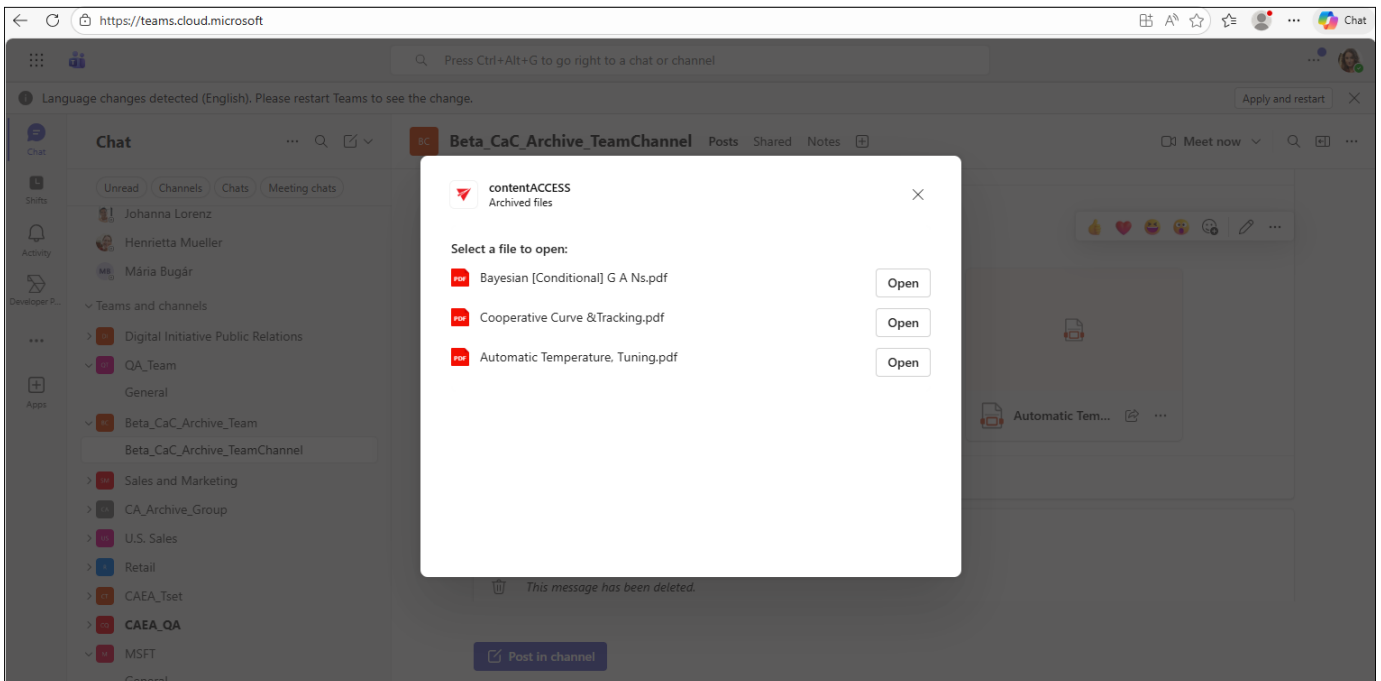




In the post containing the shortcut files, click the **context menu (...)** and select **'Open archived files'**.



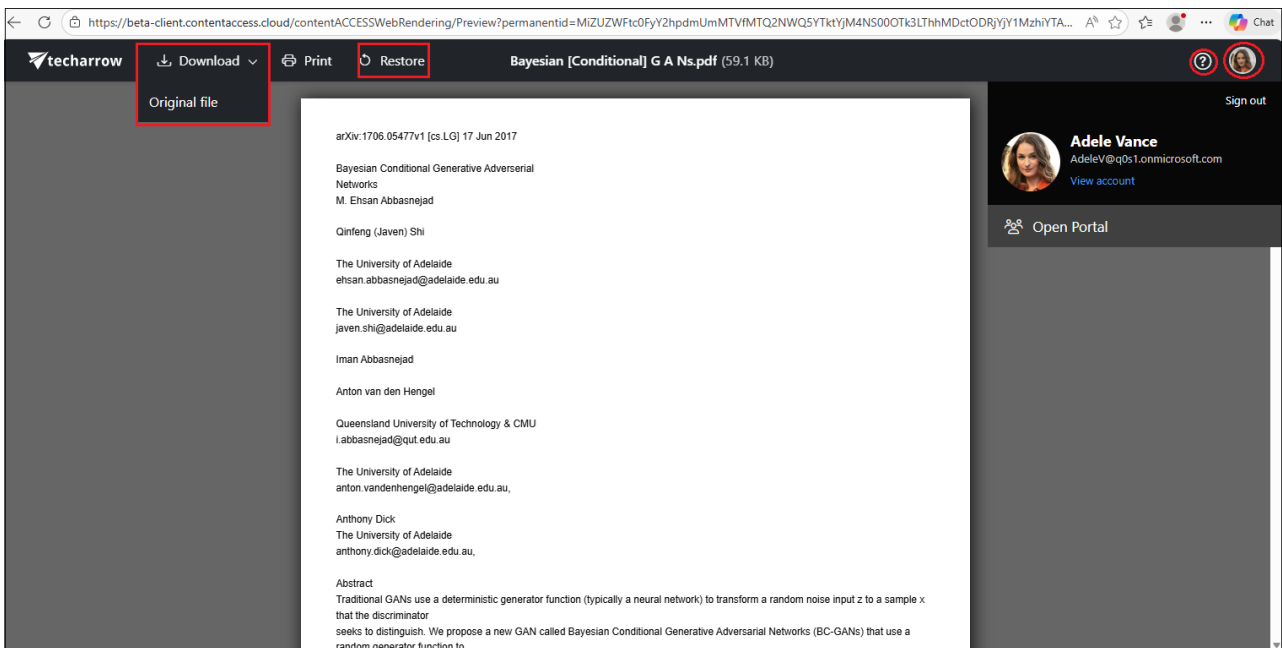
Upon clicking on the option, a contentACCESS window will appear, and on first use, you will need to sign in. Clicking the **'Sign in'** link opens the contentACCESS login page in a new browser window, and after successfully logging in, you are automatically redirected back to Teams, where the contentACCESS window displays the files along with the **Open** button.



Clicking the **Open** button for the first time may prompt the contentACCESS login page again, and after signing in, the **preview** of the selected file will be open. In this window, you can **download** the original document, **save** it as a PDF (if it's not a PDF by default), or **restore** the shortcut.



Additionally, clicking the **question mark (?)** opens the relevant chapter of the contentACCESS Portal manual about file previews. By clicking on the user's profile picture (or monogram if there is no profile picture set to the logged in user) in the top-right corner, you can access the user menu to view information about the signed-in user, access their profile by clicking **View account**, open the folder/entity containing the archived file via **Open Portal**, or sign out using the **Sign out** option. ,



When you decide to restore the file from the preview, the **Restore in progress** window appears, followed by **Restore is done!** once the process is complete. After closing the preview, the file will be available again in Teams with its original format.

