

Guardian Workplace Access Outlook365 Plugin Configuration Guide Copyright © 2008 - 2024 Alert Enterprise. All rights reserved.

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Preface

About this Guide

This guide provides instructions to configure the Alert Enterprise Guardian Workplace Access plugin with Outlook 365. This document is intended for system and web administrators responsible for installing and configuring Plugin in your organization.

The document assumes that you are familiar with Outlook365 and the Alert Enterprise Guardian Workplace Access plugin.

Getting Support

Use the following information to get support for your installation of Alert Enterprise application.

Phone	1-855-253-7887 (1-855-ALERT ENTERPRISE-US)
Email	support@AlertEnterprise.com
Support Portal	http://support.AlertEnterprise.com
Corporate Website	http://www.AlertEnterprise.com/



Chapter 1. Introduction

The Alert Enterprise Guardian Workplace Access for Microsoft Outlook plugin effectively manages user access to the meeting location by integrating Microsoft Office 365 with the Alert Enterprise Guardian Application. The end users can open the calendar invite and request for a Badge or Access to the meeting location for which the user doesn't have access to.

Chapter 2. Scope

The scope of the project includes the following:

Develop a new Outlook Plugin called "Request Workplace Access" with the following features:

Request New Badge

- Using this option, the end user can request a new badge for a meeting location to which they don't have access. Once the user clicks on this button, a call is made to the Alert Enterprise Guardian application along with the user information and the meeting location.
- Based on the rules and policies configured within the Alert Enterprise Guardian application, a request is generated along with the next available badge and the access corresponding to the meeting location. The request will be routed through multiple approvals as per the workflow configuration, and after approval, the badge and access are assigned to the user in the access control system.

Request New Access

- Using this option, the end user can request access to a meeting location to which they don't have access. Once the user clicks on this button, a call is made to the Alert Enterprise Guardian application along with the user information and the meeting location.
- The Alert Enterprise Guardian application will verify if the user has access to the meeting location based on existing access. If the user doesn't have access, a request is generated for the access corresponding to the meeting location. The request will be routed through multiple approvals as per the workflow configuration, and after approval, access is assigned to the user in the access control system.

Provide Single Sign-On Capability

• The Plugin will use the Microsoft Entra platform to enable single sign-on (SSO). The end user should be able to access the Plugin without providing any login credentials. The Plugin should not be accessible directly to the end users; it should be accessible only from the calendar invite.

Configuration Screen

• Provide a configuration screen to define the mapping between the Outlook meeting locations and the locations defined in the Alert Enterprise application. This screen should be visible only to Outlook administrators.



Chapter 3. Architecture

The Guardian Workplace Access for Outlook Plugin architecture consists of the Alert Enterprise Guardian Application, Request Workplace Access Plugin, Outlook Calendar, and MS Entra Platform. The Guardian Workplace Access for Outlook Plugin is developed according to the standard Outlook Plugin architecture using manifest.xml. This Plugin is a JavaScript application that runs on a separate node server and is accessible through an HTTPS channel. The HTTPS URL of the application is defined as part of the manifest.xml, and when the end user clicks on the Plugin displayed on the Calendar Invite from the O365 web Outlook, this application loads as a popup.

The Plugin uses the JWT token received from the MS Entra Platform to provide single sign-on capabilities and also leverages the access token to make Graph API calls. The requests made from the Plugin are submitted to the Alert Enterprise Guardian Application using RESTful APIs, where this information is processed, approved, and finally pushed to the underlying access control systems.





Chapter 4. Deployment & Configurations

This section includes:

- Prerequisites
- Enable Modern Authentication (By default it is enabled, so no need in case you create a new office 365 account)
- Register SSO Plugin
- Grant administration consent to the Plugin
- Installing Plugin in outlook365
- Uninstalling Plugin in outlook365
- Disabling Plugin in outlook365
- Enabling Plugin in outlook365

Prerequisites

You need to have Microsoft Entra Platform Account with O365 subscription and a login account with Global Administrator Privileges.

Enabling Modern Authentication

If you already have an office 365 account, you can follow below steps (till point 5) to check if it is enabled or not. This step can be skipped if it is already enabled Otherwise follow these steps to enable it.

Open Windows PowerShell in your window operating system and use below commands.

- 1. Set-Execution Policy RemoteSigned
- 2. \$UserCredential = Get-Credential
- \$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUfice365.com/powershell-liveid/ -Credential \$UserCredential -Authentication Basic -AllowRedirection
- 4. Import-PSSession \$Session -DisableNameChecking
- 5. Get-OrganizationConfig | ft name, *OAuth*
- 6. Set-OrganizationConfig -OAuth2ClientProfileEnabled:\$true





You can also follow this link.

https://social.technet.microsoft.com/wiki/contents/articles/32711.exchange-online-how-to-enable-your-tenant-for-modern-authentication.aspx

Register SSO Plugin

You need this step to register your Plugin domain with Office 365, This is required for SSO authentication from Microsoft and secure your application, by not getting accessed from outside office 365 or without valid credentials. You can refer this link for complete details

https://learn.microsoft.com/en-us/office/dev/plugins/develop/register-sso-plugin-aad-v2

- 1. Go to this link https://portal.azure.com/#home
- Select App registrations. If you don't see the icon, search for "app registration" in the search bar.
- 3. Select New registration.



≡ Microsoft Azu	ire	𝒫 Search resources, servic	es, and docs (G+/)		
Home >					
App registrat	ions 🖈 …			×	
+ New registration	🕀 Endpoints 🧷	Troubleshooting 🖒 Refre	esh 🞍 Download 💀 Preview featu	res 🛛 🖗 Got feedback?	
Starting June 30th to provide technic Authentication Lib	, 2020 we will no long al support and securit ırary (MSAL) and Micro	er add any new features to Azur y updates but we will no longer osoft Graph. <u>Learn more</u>	e Active Directory Authentication Library (Al provide feature updates. Applications will n	DAL) and Azure AD Graph. We will continue $^{ imes}$ eed to be upgraded to Microsoft	
All applications Owned applications P Start typing a display name or application (client) ID to filter these r + Add filters					
4. Set Name	to the Plugin	Name			
≡ Microsoft Az	zure		$\mathcal P$ Search resources, services, and d	ocs (G+/)	
Home > App registra	ations >				
Register an application					
negister un	apprication				
* Name The user-facing display	v name for this appl	ication (this can be changec	l later).		
Request Workplace Access 🗸					

Supported account types

Who can use this application or access this API?

Accounts in this organizational directory only (AlertEnterpriseEng only - Single tenant)

- Accounts in any organizational directory (Any Microsoft Entra ID tenant Multitenant)
- Accounts in any organizational directory (Any Microsoft Entra ID tenant Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- Personal Microsoft accounts only

Help me choose ...

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be

By proceeding, you agree to the Microsoft Platform Policies 🔄

Register

- 5. Select Register. A message is displayed stating that the application registration was created.
- 6. Copy and save the values for the Application (client) ID as it will come in use in later procedures.



 \times



Request Workplace Access 👒 😁

rch	📋 Delete 🜐 Endpoints	s 💀 Preview features		
erview	Got a second? We would be a second?	ld love your feedback on Microsoft identity platform (previou	sly Azure AD for developer). \rightarrow	
ickstart				
egration assistant	↑ Essentials			
nage	Display name	: Request Workplace Access	Client credentials	: <u>0 certificate, 1 secret</u>
Branding & properties	Application (client) ID	: 94967370-9649-4475-0544-aa61514c7486	Redirect URIs	: <u>0 web, 1 spa, 0 public client</u>
Authentication	Object ID	20x833.6x x672-4042-87%-x5e8db3bc4b5	Application ID URI	1000 Technologia (1996) Technol (77) (1000 107) (17) (1000 107)
Certificates & secrets	Directory (tenant) ID	: 182a14be 9HB-40aa af6b-918cd651394c	Managed application in I	: <u>Request Workplace Access</u>
Token configuration	Supported account type	s : <u>All Microsoft account users</u>		
API permissions	1 Starting June 30th,	2020 we will no longer add any new features to Azure Active	Directory Authentication Library (ADAL) and Azure Activ	ve Directory Graph. We will continue to provide technical support and $ imes$
Expose an API	security updates bu	t we will no longer provide feature updates. Applications will	need to be upgraded to Microsoft Authentication Librar	ry (MSAL) and Microsoft Graph. Learn more
App roles				

- 7. From the left pane, select Certificates & secrets. Then on the Client secrets tab, select new client secret.
- 8. The Add a client secret pane appears. Add a description for your client secret.
- 9. Select the Expires duration as per the requirement & Select Add. The new secret is created and the value is temporarily displayed.

Record the secret's value for use in your client application code. This secret value is never displayed again after you leave this pane.

Application registration certificates, secrets and federated credentials can be found in the tabs below.					
Certificates (0) Client secrets (1) Federa	ted credentials (0)				
A secret string that the application uses to prove i	its identity when requ	esting a token. Also can be referred to as applica	tion password.		
+ New client secret					
Description	Expires	Value ①	Secret ID		
AlertAddinSecret	11/5/2025	hBI****** <mark>*</mark> *******	and of second relation.	D	Ŵ

10. Navigate to the Authentication & tick the check Access Tokens & ID Tokens & hit the Save button.





```
🙈 contoso-office-add-in-sso | Expose an API 🛷 …
```

₽ Search «	🔊 Got feedback?					
	Application ID URI O Set					
🗳 Quickstart						
🚀 Integration assistant	Scopes defined by this API					
Manage	Define custom scopes to restrict access to data and functio API can request that a user or admin consent to one or mo	onality protected by the AP ore of these.	1. An application that require	s access to parts of this		
🔤 Branding & properties	'				oles assignable to	
Authentication	application type. Go to App roles.	application type. Go to App roles.				
📍 Certificates & secrets	+ Add a scope					
Token configuration	Scopes	Who can consent	Admin consent displa	User consent display	State	
API permissions	No scopes have been defined					
Expose an API						
App roles						

The section for setting the application ID URI appears with a generated Application ID URI in the form api://<app-id>.

13. Update the application ID URI to api://<fully-qualified-domain-name>/<app-id>

×





Insert the fully-qualified-domain-name between api:// and <app-id> (which is a GUID). For example, api://contoso.com/<app-id>.

- 14. Add a scope On the Expose an API page, select Add a scope, The Add a scope pane opens.
- 15. Set the scope name as access_as_user, set who can consent as Admin and users, in Admin consent display name set A short description of the scope's purpose, in Admin consent description set A more detailed description of the permission granted by the scope.
- 16. Set the State to Enabled, and then select Add scope.



	D 🖓 🎯 🧟 🖉
	Edit a scope ×
	🖫 Save 🗙 Discard 🛅 Delete
	Scope name * ①
	access_as_user api://localhc ess_as_user
a application that require	Who can consent? ①
application that require	Admin consent display name * ①
nication-only scopes, use	access_as_user
Admin consent display	Admin consent description * () access_as_user
access_as_user	User consent display name ①
	e.g. Read your files
	User consent description ①
ould not be asked to con	e.g. Allows the app to read your files.
	State ①
The new scope you defined disp	ave on the pape. The domain part of the Scope name displayed just below the text field should automatically

The new scope you defined displays on the pane. The domain part of the Scope name displayed just below the text field should automatically match the Application ID URI set in the previous step, with /access_as_user appended to the end; for example, api://localhost:6789/c6c1f32b-5e55-4997-881a-753cc1d563b7/access_as_user

17. Select Add a client application. The Add a client application pane appears.

•	Scopes	Who can consent	Admin consent display User consent display na	State
🔢 Token configuration 🛛 🖈	A			
	api://localhost:3000/94f47370-984f-4d75-8544-aa615	Admins and users	access_as_user	Enabled
• Ari permissions				
💁 Expose an API				
App roles	Authorized client applications			
	Authorizing a client application indicates that this API trusts the	e application and users sh	ould not be asked to consent when the client calls	
A Owners	this API.			
🚴 Roles and administrators				
Manifest	+ Add a client application			
> Support + Troubleshooting	Client Id	Scopes		
	and the set of the set of the set of the	1		

- In the Client ID enter ea5a67f6-b6f3-4338-b240-c655ddc3cc8e. This value pre-authorizes all Microsoft Office application endpoints.
- 19. In Authorized scopes, select the api://<fully-qualified-domain-name>/<appid>/access_as_user checkbox. Select Add application.





Add a client application

 \times

Client ID ()						
ea5a67f6-b6f3-4338-b	240-c655ddc3cc8e				\sim	
Authorized scopes (i)						
api://localhost:443	55/cfe719d7-aef3-4	108-83a8-	a8283f139a69/acce	ss_as_user		
Add application	Cancel					
20. Add Microsoft G permissions pane Home > App registrations > Request V Provide App Request Workplace	Opens. Workplace Access Access API permis	ssions		API permissions	. The API	
Ouickstart						
🚀 Integration assistant	Granting tenant-wide conse	nt may revoke perr	nissions that have already been gran	ted tenant-wide for that applica	tion. Permissions that user	s have already grar
✓ Manage						
Branding & properties	The "Admin consent require organization, or in organization, or in organization.	ed" column shows t tions where this ap	he default value for an organization. p will be used. <u>Learn more</u>	However, user consent can be c	ustomized per permission,	user, or app. This o
Authentication						
📍 Certificates & secrets	Configured permissions					
Token configuration	Applications are authorized to ca	II APIs when they	are granted permissions by users,	admins as part of the consen	t process. The list of con	figured permissio
API permissions	an the permissions the application	inneeus, ceannin	ore about permissions and conser	it.		
Expose an API	+ Add a permission 🗸 Gr	ant admin consen	t for AlertEnterpriseEng			
App roles	API / Permissions name	Туре	Description		Admin consent requ	Status
A Owners	∽ Microsoft Graph (15)					
 Roles and administrators 	Files.Read	Delegated	Read user files		No	📀 Granted for

21. Select Add a permission. The Request API permissions pane opens. Select Microsoft Graph.



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Request API permissions

Select an API

Microsoft APIs APIs my organization uses My APIs

Commonly used Microsoft APIs



protected content

Microsoft Graph

Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Azure AD, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.

Azure Rights Management Services Allow validated users to read and write



Programmatic access to much of the functionality available through the Azure portal



Central Programmatic access to data and

functionality in Dynamics 365 Business Central

22. Select Delegated permissions.

Request API permissions

All APIs

Microsoft Graph

https://graph.microsoft.com/ Docs 🗗

What type of permissions does your application require?

Delegated permissions Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

- 23. In the Select permissions search box, search for the permissions your plugin needs. For example, for an Outlook plugin, you might use profile, openid, Files.ReadWrite, and Mail.Read. Attaching below screenshots & add all the below mentioned permissions.
- 24. Select the checkbox for each permission as it appears. Note that the permissions will not remain visible in the list as you select each one. After selecting the permissions that your plugin needs (choose the required permission based on the requirement), select Add permissions.
- 25. Select Grant admin consent for [tenant name]. Select Yes for the confirmation that appears.



Home > App registrations > Request Workplace Access

👝 Request Workplace Access | API permissions 👒 …

	🖒 Refresh 🖗 Got feedback?				
 Overview Ouickstart 	+ Add a permission 🗸 Grant	t admin consen	t for AlertEnterpriseEng		
Integration assistant	API / Permissions name	Туре	Description	Admin consent requ	Status
✓ Manage	✓ Microsoft Graph (15)				•••
Branding & properties	Files.Read	Delegated	Read user files	No	♂ Granted for AlertEnterpr ***
Authentication	Files.Read.All	Delegated	Read all files that user can access	No	♂ Granted for AlertEnterpr ***
Certificates & secrets	Files.Read.Selected	Delegated	Read files that the user selects (preview)	No	♂ Granted for AlertEnterpr ····
Token configuration	Files.ReadWrite	Delegated	Have full access to user files	No	Granted for AlertEnterpr ***
API permissions	Files.ReadWrite.All	Delegated	Have full access to all files user can access	No	♂ Granted for AlertEnterpr ***
Expose an API	Files.ReadWrite.AppFolder	Delegated	Have full access to the application's folder (preview)	No	♂ Granted for AlertEnterpr ····
App roles	Files.ReadWrite.Selected	Delegated	Read and write files that the user selects (preview)	No	Granted for AlertEnterpr ***
A Owners	Mail.Read	Delegated	Read user mail	No	Granted for AlertEnterpr ····
Roles and administrators	Mail.Read.Shared	Delegated	Read user and shared mail	No	Granted for AlertEnterpr ***
Manifest	Mail.ReadWrite	Delegated	Read and write access to user mail	No	Granted for AlertEnterpr ····
> Support + Troubleshooting	Mail.ReadWrite.Shared	Delegated	Read and write user and shared mail	No	Granted for AlertEnterpr ***
	Mail.Send	Delegated	Send mail as a user	No	Granted for AlertEnterpr ***
https://learn.microsoft.com/entra/identity/enter	rorise-apps/grant-admin-consent?.	Delegated	Sign users in	No	📀 Granted for AlertEnterpr 🚥

- 26. From the left pane, select Manifest. The Azure Active Directory application manifest appears.
- 27. Enter 2 as the value for the accessTokenAcceptedVersion property. Select Save. A message pops up on the browser stating that the manifest was updated successfully.

 Update application manifest
 Successfully updated application contoso-office-add-insso.

Grant Administration consent to the Plugin

This is required to grant Azure Active Directory permissions. You can refer this link https://docs.microsoft.com/en-us/office/dev/plugins/develop/grant-admin-consent-to-an-plugin

• In the following string, replace the placeholder "{application_ID}" with the Application ID that you copied when you registered the plugin. Navigate the link in browser.

https://login.microsoftonline.com/common/adminconsent?client_id={application_ID}&state=12345

- When prompted, sign in with the credentials to your Office 365.
- You are then prompted to grant permission for your plugin to access your Microsoft Graph data. Click Accept.
- The browser window/tab is then redirected to the Redirect URL that you specified when you registered the plugin.

Installing Plugin in outlook 365

Here are the steps that need to be performed to install the AddIn.

- Login to Microsoft 365 admin center from a browser -<u>https://admin.microsoft.com/</u>
- Navigate to the Settings → Integrated apps & click the Plugins icon as shown below:



	Microsoft 365 admin center	✓ Search				ß	4	<u>نې</u>
≡		Home > Integrated apps				I	Enable	Dark m
ት ድ	Teams & groups V	Internated enviro						
₽∎	Roles ~	integrated apps						
母	Resources \checkmark	Discover, purchase, acquire, manage, and add-ins developed within your organizati	deploy Microsoft 365 Apps	developed by Microsoft part	ners. You can also deploy and	manage l	Line-of-b	busines
	Billing ~	For advanced management of these app	go to the respective admin	enter or page : Azure Active	Directory SharePoint Te	ams Ad	d-ins]
្ច	Support V	Deployed apps Available apps	Blocked apps					
	Settings ^	Ulappes in this list have been installed for senart users						
	Domains							
	Search & intelligence	Popular apps to be deployed						
	Org settings	Marriel		aha Asrahat far Mi	CodeTwo fe		. le	
_	Microsoft 365 Backup			Web apps	C2 Outlook	oution	G	
1	Integrated apps	With a deep partnership across the M	crosoft Do more with	PDFs – it's Acrobat built right	Outlook Add-in: Automatic	email signa	stures,	
100	Viva	365 ecosystem, Mural connects teams	to into popular N	licrosoft enterprise apps.	legal disclaimers & marketi	1g banners	in	
	Partner relationships	Get it now View deta	ils Get it no	w View details	Get it now	/iew deta	ils	
2	Microsoft Edge	View more apps						

3. Plugins home screen opens up. Now, Click Deploy Plugin & a new pop up opens up as Deploy a new plugin.

→ C S admin.microsoft.com/#/Settings/AddIns					
Microsoft 365 admir	n center	✓ Search			
		Home			
Home		Add-ins			
Users	\sim				
Teams & groups	\sim	+ Deploy Add-In			
Roles	\sim				
Billing	~	Name ↑	Description		

4. Once Deploy a new Plugin screen shows up, click Next button then click Upload custom apps button as shown below.



enter		♀ Search
	Home	
	Add-ins	Deploy a new add-in
\sim		
\sim	+ Deploy Add-In	Deploy from the Store
\sim		Get solutions tailored to your industry that work with the products you already use.
\sim	Name ↑	Choose from the Store
\sim	🤨 Request V	Ve Deploy a custom add-in
•		Create a new web application, or upload an add-in / integration for Microsoft 365.
		Cancel

- 5. Under Deploy a new plugin, we have 2 options to get our plugin deployed. First says, I have a manifest file (.xml) on this device & another option says, I have a URL for the manifest file.
- 6. Select the first option & upload the xml manifest file which can be found in the source code repository & hit the save button.



م	Search
Home	
Add-ins	Deploy a new add-in
+ Deploy Add-In	Choose how to upload the add-in
Name ↑	I have the manifest file (.xml) on this device Choose File manifest.xml
🤨 Request We	I have a URL for the manifest file https://
	Upload Cancel

7. Once the request workplace access plugin for Outlook 365 is added, a confirmation dialog will be displayed. And, same can be tracked under the plugins pane as shown below:

Add-ins

+ Deploy Add-In Search								
Name ↑	Description		Host Apps					
Request Workplace	Access Request Workplace Access		Outlook					

Uninstalling Plugin in outlook 365

Below are the steps that need to be performed to uninstall the Plugin.



- Login to Microsoft 365 admin center from a browser -<u>https://admin.microsoft.com/</u>
- 2. Navigate to the Settings → Integrated apps & click the Plugins icon as shown below:



Plugins home screen opens up. Select the deployed plugin from the list of plugins.





- 4. Click on the Remove plugin button at the bottom of the pop-up screen as shown above.
- 5. Now, click on the Remove button which triggered when clicked on Remove plugin button & the plugin will be uninstalled completely.



Disabling Plugin in outlook 365

Below are the steps that need to be performed to disable the Plugin.

- 1. Login to Microsoft 365 admin center from a browser https://admin.microsoft.com/
- Navigate to the Settings → Integrated apps & click the Plugins icon as shown below:



3. Plugins home screen opens up. Select the deployed plugin from the list of plugins & scroll it down when you see status.





4. Now, untick the Status field at the bottom of the plugin pop-up screen & hit the save button.

Home	×
Add-ins	Request Workplace Access
+ Deploy Add-In	Choose which users will have access to Request Workplace Access Everyone
Name 1	Description Search for specific users or groups to add or remove Start typing a name to search for users
🤨 Request Workplace Access	Request We Deployment Method
	Fixed (Default)
	The add-in will be automatically deployed to the assigned users and they will not be able to remove it from their ribbon.
	Available
	Users may install this add-in by clicking the Get More add-ins button on the home ribbon in Outlook and going to Admin-managed.
	Optional
	The add-in will be automatically deployed to the assigned users but they can choose to remove it from their ribbon.
	Status Off
	Save Cancel Update add-in Remove add-in

5. Once you hit the save button, a text message will get displayed which says Updated Successfully that means the plugin is disabled.





Enabling Plugin in outlook 365

Below are the steps that need to be performed to enable the Plugin.

- Login to Microsoft 365 admin center from a browser -<u>https://admin.microsoft.com/</u>
- Navigate to the Settings → Integrated apps & click the Plugins icon as shown below:



3. Plugins home screen opens up. Select the deployed plugin from the list of plugins & scroll it down when you see status.





4. Now, tick the Status field at the bottom of the plugin pop-up screen & hit the save button.

Add-ins	Request Workplace Access	
	Assign Users Choose which users will have access to Request Workplace Access	
+ Deploy Add-In	Everyone	
	Specific users / groups	
Name 1	Description Search for specific users or groups to add or remove Start typing a name to search for users	
🤨 Request Workplace Access	Request We	
	Deployment Method	
	Fixed (Default)	
	The add-in will be automatically deployed to the assigned users and they will not be to remove it from their ribbon.	e able
	Available	
	Users may install this add-in by clicking the Get More add-ins button on the home r in Outlook and going to Admin-managed.	ribbon
	Optional	
	The add-in will be automatically deployed to the assigned users but they can choos remove it from their ribbon.	e to
	Status	On
	Save Cancel Update add-in Remove add-i	n

5. Once you hit the save button, a text message will get displayed which says Updated Successfully that means the plugin is disabled.







Chapter 5. Usage of Plugin

Alert Enterprise Request Workplace Access plugin provides functionality where loggedin users to the outlook account can request for badges & location or meeting room access using the outlook calendar screen windows. This feature works by automatically fetching the location or meeting room from the scheduled calendar invite once the Request New Access button is clicked & furthermore making calls to AE GUARDIAN APIs.

Below is the UI representation of the Request Workplace Access Plugin that highlights the different screens & functionality -

1. Logon to the URL <u>https://outlook.office.com/calendar/view/month</u> & calendar view of the outlook opens up.

←	$- \rightarrow C$ (\pm outlook.office.com/calendar/view/month $\Box \Rightarrow D$ (\Rightarrow 1) \Rightarrow 2 (\Rightarrow 2) (
	Outlook	Q Search						G 🕅	🖙 🗘 🏟 V 🌘		
	Image: Mome View Help Image: New event view Image: Day view Image: New event view Image: Day view Image: New event view Image: New										
89	Signed by Si										
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	My calendarsCalendar	19 20	21	22	23	24	25	Enjoy!			
	Show all	26 27	28	29	30	31	Jun 1				

2. Click on the scheduled meeting from the calendar view of outlook.



Outlook	Q Search						G (∎ 🖓	Q	ŝ	Q	6				
E Home View Help																
New event 🗸 🗟 Day	- 🖻 Work week	III Week 🐨 Month	Split view	= Filter -	Share 🕞 Pr	int						~				
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SMTWTFS	Sunday Mo	onday Tuesday	Wednesday	Thursday	Friday	Saturday	8-30 A	u 🗈 Dis	cussion o	on Cybei	-Physi					
28 29 30 1 2 3 4 5 6 7 8 9 10 11	Apr 28 29	30	May 1	2	3	4	1.5 hrs	Cayan	Tower (129	022 75854,	Dubai,					
12 13 14 15 16 17 18							-					-				
19 20 21 22 23 24 25 26 27 28 29 30 31 1	5 6	7	8	9	10	11										
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🗄 Add calendar	12 13	14	15	16 •	17	18										
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3. A small pop-up window opens up when the calendar invite is clicked. Now, on the same pop-up window, click on the **View Event** icon present at top-right of the window.

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Cutlook Q Search																	
5	E Home View Help																
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:	✓ May 2024 ↑ ↓ Today ∧ ∨ May 2024 ∨																
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	28	29	30	1	2	3	4	Apr 28	29	30	May	1	2	3	4		
•	5	6	7	8	9	10	11										
	12	20	14 21	22	23	24	25										
	26	27	28	29	30	31	1	5	б	7	Calen	dar		2	11		
\$ 2	2	3	4	5	6	7	8		10:30 AM Project K		æ	Discussio	n on Cybor D	hycical	/iew event		
38											γц,	Security [In on Cyber-Pi In-person]	nysic <mark>ai –</mark>		_	
	Ŧ	Add	cale	ndar	r			12	13	14		Security [in personj		18		
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	Show all 🖉 Edit 🗵 Delete																
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4. Detailed view of scheduled meeting invites will open up in a large pop-up window screen. Now, click on the Request Workplace Access button in the Horizontal navigation bar as shown below.



	Outlook	Discu	ssion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenterpriseEng.onmicrosoft.com				വ്	\times	Q ई	6
	= -	Event	Scheduling Assistant							
	🗍 Nev	ŵ (Delete 🔲 🧮 Response options 🗸 🔤 Busy 🗸 🖸 15 minutes before 🗸 🧷 🗔 Schedul	ling p	ooll	😻 Request Workplace Access]~		~
8	∨ May s M	8	Save • Calendar (aedev@alertenterpriseEng.onmicrosoft.com) \lor	÷	< 5	\overline{c} $ ightarrow$ Sat, May 18, 2024 $^{ m imes}$	27			
8	28 29 5 6	5	Discussion on Cyber-Physical Security			8:30 AM - 10:00 AM	•		yber-Physi 5854, Dubai,	
*	12 13	ĉ	Invite attendees Optional		9 AM					
	19 20 26 27 2 3	Ŀ	5/18/2024 Image: Big (Big) (Big		10 AM	•				
	🗄 Add	0	 In-person event 		11 AM					
	Go t		Cayan Tower X		12 PM					
	✓ My	Ε	Hi Team,		1 PM					
	🕑 Cale		Please join us to discuss the importance of cyber & physical security in the workplace.							
	Sho		1) × 📾 🔴 🆢 🖉 🕞		2 PM					
	Cale Sho		Please join us to discuss the importance of cyber & physical security in the workplace.	¥	1 PM 2 PM					

5. Once the Request Workplace Access button is clicked, a new sliding window will open up on the same meeting invite pop-up screen highlighting the logged-in users details along with operations to request for the access & badges.

÷	\rightarrow G	😄 ou	tlook.office.com/calendar/view/month	るにす
	Outlook	Discu	ssion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenterpriseEng.onmicrosoft.com	
	= 1	Event	Scheduling Assistant	
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	19 20 26 27	Ŀ	5/18/2024 🗊 8:30 AM 🗸 💽 All day 🌐 Time zones	John Smith
66	23		5/18/2024	Review Your Workplace Access Requirements
	🗄 Add	0	In-person event	Meeting Room - Conference Production
	Go t		Cayan Tower X	Date & Time - May 18th 2024 08:30 AM
	∨ My	E	Hi Team,	Building Name - Cayan Tower
	🕑 Cale		Please join us to discuss the importance of cyber & physical security in the workplace.	Are you attending the meeting on site? Please click on the below buttons to ensure you
	Sho		IV 🔤 😌 🏷 🖉 🖟	have access to the building or, meeting room!



Scheduling p	oll 🛛 🤨 Request Workplace Access]~
	Request Workplace Access ×	•
in and	John Smith	
	Review Your Workplace Access Requirements	l
	Meeting Room - Conference Production	
	Date & Time - May 18th 2024 08:30 AM	
	Building Name - Cayan Tower	L
ting	Are you attending the meeting on site? Please click on the below buttons to ensure you have access to the building or, meeting room!	l
	Request New Access	L
	If your badge is damaged or lost, request a New Badge by clicking the below button!	
	Request New Badge	-

6. As the Request Workplace Access screen shows 2 buttons which has different functionality so if you want to request for the Access / Locations / Meeting Rooms where meeting is scheduled or would require access if you want to join the meeting then click on the button **Request New Access**.



	Outlook	Discussion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenterpriseEng.onmicrosoft.com		× 0 🕸 0
	E Home Vi	Event Scheduling Assistant		
	New event V	🗊 Delete 🔲 😤 Response options ~ 🔤 Busy ~ 🔯 15 minutes before ~ 🧷 ~ 🗔 Scheduling po	II 👎 Request Workplace Access	~
89	✓ Мау 2024 S M T W T	Calendar (aedev@alertenterpriseEng.onmicrosoft.com) ∨	🧿 Request Workplace Access 🛛 🗙	
**	28 29 30 1 2 5 6 7 8 9	Discussion on Cyber-Physical Security	John Smith	cussion on Cyber-Physi. Tower (12922 75854, Dubai, .
*	12 13 14 15 16	20 Invite attendees Optional		
_	19 20 21 22 23 26 27 28 29 30	⑤ 5/18/2024	Review Your Workplace Access Requirements	
88	23456	5/18/2024 💿 10:00 AM 💛 📿 Don't repeat 🗸	Meeting Room - Conference Production	
	🗄 Add calendar	In-person event	Building Name - Cayan Tower	
	Go to my bookir	CT Cayan Tower X	Are you attending the meeting on site?	
	✓ My calendars	E Hi Team,	Please click on the below buttons to ensure you have access to the building or, meeting room!	
	Calendar	Please join us to discuss the importance of cyber & physical security in the workplace.	Request New Access	
	Show all	IV 🖬 🥯 🍖 🖉 🖟	If your badge is damaged or lost, request a New Badge by clicking the below button!	
			Request New Badge	•

7. When the Request New Access button is clicked, the request will get submitted to the Alert Enterprise GUARDIAN application which will provide the required access to the user.

	Outlook	Discussion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenteroriseEng.com	နာ စ 🌘
	⊟ Home Vie	Event Scheduling Assistant	
	🗇 New event 🗸	🗊 Delete 🔲 🛱 Response options 🗸 🖾 Busy 🗸 🖸 15 minutes before 🗸 🧷 🏹 Scheduling poll 👂 Request Workplace Access 🗤 🗸	
8	✓ Мау 2024 ѕмтwт	🖹 Save • Calendar (aedev@alertenterpriseEng.onmicrosoft.com) >> 😯 Request Workplace Access >>	in a Charlen
 <!--</th--><th>28 29 30 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 23 23</th><th>Image: Construction of Cyber-Physical Security Cussion on Cyber-Physical Security Cussion on Cyber-Physical Security Image: Construction of Cyber-Physical Security Optional</th><th>ion on Cyber-Physi (12922 75854, Dubai,</th>	28 29 30 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 23 23	Image: Construction of Cyber-Physical Security Cussion on Cyber-Physical Security Cussion on Cyber-Physical Security Image: Construction of Cyber-Physical Security Optional	ion on Cyber-Physi (12922 75854, Dubai,
	26 27 28 29 30 2 3 4 5 6	S/18/2024 Image: Big	
	Add calendarGo to my bookir	O In-person event Cayan Tower × Cayan Tower × Feams meeting Request in progress	
	 My calendars Calendar Show all 	Hi Team, Please join us to discuss the importance of cyber & physical security in the workplace. Image:	

8. On the same Request Workplace Access window, it will show the text message highlighted that the request is submitted successfully.



÷	→ C 🖙 out	ook.office.com/calendar/view/month	ß	¢	Q	☆	Ď	*	:
	Outlook	Discussion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenterpriseEng.onmicrosoft.com	_		×	¢	ŝ	Q	۲
	🗏 Home Vie	Event Scheduling Assistant							
	📄 New event 🗸	🔟 Delete 🔲 😤 Response options 🗸 🖾 Busy 🗸 🖸 15 minutes before 🗸 🧷 🗖 Scheduling poll 🛛 🕏 Request Workplace Access			~				_~
op	✓ Мау 2024 S M T W T	 Calendar (aedev@alertenterpriseEng.onmicrosoft.com) ~ Calendar (aedev@alertenterpriseEng.onmicrosoft.com) ~ 	Acces	s ×	:				
8	28 29 30 1 2	Discussion on Cyber-Physical Security				cussion 'ower (12	on Cybe 922 75854	r- Physi. , Dubai,	
*	12 13 14 15 16	20 Invite attendees Optional							
e	19 20 21 22 23 26 27 28 29 30 2 3 4 5 6	⑤ 5/18/2024							
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	🔃 Go to my bookir	CT Cayan Tower X Request submitted success	fully!!]					
	\checkmark My calendars	E Hi Team,							
	🕑 Calendar	Please join us to discuss the importance of cyber & physical security in the workplace.							
	Show all								

9. Now, if you want to request a new badge to this user then just click another button as **Request New badge.**

	Outlook	Discussion on Orbor-Dhysical Socurity - Masting - Calandar - and a Calandar - and a Calandar - and a Calandar -		С & О
	⊟ Home	Vi Event Scheduling Assistant		
	New event	🔟 Delete 🔲 😴 Response options 🗸 🔤 Busy 🗸 🔯 15 minutes before 🗸 ⊘ 🗸 🔂 Schedu	uling poll 🛛 🕏 Request Workplace Access	
89	✓ May 2024 S M T W	Calendar (aedev@alertenterpriseEng.onmicrosoft.com) >>	😨 Request Workplace Access 🛛 🗙	
89	28 29 30 1 5 6 7 8	Discussion on Cyber-Physical Security	John Smith	cussion on Cyber-Physi Tower (12922 75854, Dubai,
	12 13 14 15 19 20 21 23	CE & Invite attendees Optional	Review Your Workplace Access	
88	26 27 28 29 2 3 4 5	30 ⊙ 5/18/2024 Image: Signal Am ● All day ⊕ Time zones 5 5/18/2024 Image: 10:00 AM <td>Requirements Meeting Room - Conference Production</td> <td></td>	Requirements Meeting Room - Conference Production	
	Add calend	rr 💿 💽 In-person event	Date & Time - May 18th 2024 08:30 AM Building Name - Cayan Tower	
	🖽 Go to my b	CT Cayan Tower X	Are you attending the meeting on site?	
	 My calenda Calenda 	IS E HI Team,	Please click on the below buttons to ensure you have access to the building or, meeting room!	
	Calendar	Please join us to discuss the importance of cyber & physical security in the workplace.	Request New Access	
	Show all	∭∨ 📾 🥯 ⋩ 🌽 🖉 টਿ-	If your badge is damaged or lost, request a New Badge by clicking the below button!	
			Request New Badge	

10. When the Request New Badge button is clicked, the request will be submitted to the Alert Enterprise GUARDIAN application which will assign the badge to the user.



	Outlook	Discussion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenterpriseEng.onmicrosoft.com	(1)
	E Home Vie	Event Scheduling Assistant	
	🗋 New event 🗸	🔟 Delete 🔲 🚓 Response options 🗸 🔤 Busy 🗸 🔯 15 minutes before 🗸 🧷 🖓 🖓 🖓 Request Workplace Access 🗤 🗸	_`
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*	12 13 14 15 16	26 Invite attendees Optional	
80	19 20 21 22 23 26 27 28 29 30 2 3 4 5 6	⊙ 5/18/2024 Image: Big	
	🗄 Add calendar	© In-person event	
	🔃 Go to my bookir	Cayan Tower X Request in progress	
	arsigma My calendars	E HITeam,	
	 Calendar 	Please join us to discuss the importance of cyber & physical security in the workplace.	
	Show all		

11. On the same Request Workplace Access window, it will show the text message highlighted that the request is submitted successfully.

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	Outlook	Discussion on Cyber-Physical Security - Meeting - Calendar - aedev@alertenterpriseEng.onmicrosoft.com			Q		
	⊟ Home Vie	Event Scheduling Assistant					
	New event 🗸	🖞 Delete 🔲 😓 Response options 🗸 🔤 Busy 🗸 🖸 15 minutes before 🗸 🧷 📮 Scheduling	g poll 🕏 Request Workplace Access 🛛 …	~			
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88	28 29 30 1 2	Discussion on Cyber-Physical Security			cussion Tower (12	on Cyber-Pl 922 75854, Du	h ysi Ibai,
*	12 13 14 15 16	e Invite attendees Optional					
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	🗄 Add calendar	◎ ● In-person event					
	💼 Go to my bookir	Cayan Tower X • Iteams meeting	Request submitted successfully!!	l .			
	\checkmark My calendars	E Hi Team,					
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	Show all	IV 📾 😑 🏖 🖉 Ø টে					



Chapter 6. Configurations – Alert Enterprise Agent Server & Cloud Server

This section comprises the configurations required to be done on Alert Enterprise Agent & GUARDIAN Cloud application. It mainly focuses on creating new system type, new system, configuring system field mappings, adding event types, executing few SQL scripts on the agent side & changes in the environment configurations files. Below are the steps to follow to make these configurations –

- 1. Logon to the agent and navigate to System Type & hit the Create button.
- 2. Add the required details as shown below in screenshot -

System Type - OUTOOOK-A Create, View & Manage	AGENT-001 Outlook Agent	X Cancel Save
SETUP CUSTOM FIELDS FIELD	MAPPING RECON MODE	
Code *		Name
OUTOOOK-AGENT-001		Outlook Agent
Description		Category *
Outlook Agent		Pysical System 🔻
Extractor Class Name		Certification Class Name
outlook.system.event		Enter Certification Class Name
Choose		Upload Icon
Link Access To Badge	MasteridentityId to be used as Sourceid	🖓 Upload
□ Save Access With Badge	Is Role Validity Not Maintained	
Multiple Accounts Allowed		

3. On the same screen, switch to Custom Fields tab & add the below mentioned details -

Ξ	System Type - OUTOOOK-AGENT-001 Outlook Agent Create, View & Manage	X Cancel Save
:	SETUP CUSTOM FIELDS FIELD MAPPING RECON MODE	
<	Row Action Field Name Field	Value
~	+ - isOutlookSystem true	

4. Once all the mentioned details are added in the system type, Hit the Save button. This should save the newly created system type & should get displayed in the grids layout of the screen.



Ξ	Sys Crea	tem Type ite, View & Manage					+ Create	e :
5 AM				R	ecords : 3	Enter to Search	3) 7
×		Code	Name	Description	Catego	pry	lcon	
		SYS-HRM-004	Database Connector	System Type for DB-Conne	e Contro	ol System		
~		SYS-HR-001	File Connector	File Connector	Contro	ol System		
		OUTOOOK-AGENT-001	Outlook Agent	Outlook Agent	Pysica	l System		
	1.0							

- 5. Now, navigate to System, click on the Create button & this will open up the System screen layout.
- 6. Under the SETUP tab of the system screen, add the following details as mentioned below -

Ξ	Sys Crea	tem Type te, View & Manage					+ Crea	te
:26 AM				Recor	rds : 3	Enter to Search	3	5 7
×		Code	Name	Description	Categ	gory	lcon	
		SYS-HRM-004	Database Connector	System Type for DB-Conne	Cont	rol System		
~		SYS-HR-001	File Connector	File Connector	Cont	rol System		
	P	OUTOOOK-AGENT-001	Outlook Agent	Outlook Agent	Pysic	al System		

7. Now, switch to System Parameters tab of this system screen & add the following parameters

Ξ	Syste Create,	m - Outlook Agent View & Manage	: - SYS-000083 O	utlook Ever	it System	1		- ∉ Test	× Cancel	Save	:
	SETUP	SYSTEM PARAMETERS	FIELD MAPPING	KEY FIELDS	CHILD CU/	A SYSTEMS	AUDIT TRAIL				
×	🔲 Is P	assword Change Suppo	rted			Create	e User with Ba	adge			
~	Ass	ign Role on Creation				APP_SYS_E	XT_ID				
						SYS-00005	51				
	client_ic	1				client_secre	et				
	94f47	(70-6645-6575-8544-aa615	14c7d9b			lfG	МКинсВінФЕрба	ooqH-0-w¥g	Kcakb		
	extensio	on_name				grant_type					
	Extens	ions(\$filter=Id eq 'AGS.ext	rk2xzy16_reqworkplac	eaccess')		urn:ietf:pa	arams:oauth:gi	rant-type:jwt	t-bearer		
	outlook	_event_url				outlook_tol	ken_url				
	https:/	/graph.microsoft.com/v1.()/me/events/			https://log	gin.microsoftor	nline.com/co	ommon/oauth2/\	/2.0/token	
	request	ed_token_use				scope					
	on_bel	half_of				https://gra	aph.microsoft.	com/.default	t		

NOTE: In case SCS is not created of this system, then you may see a blank screen when switched to System Parameters. So, in such a case please create the required SCS of this



system type & then add these parameters in the SCS. Field Id in SCS will be the same as mentioned above in the labels of system parameters.

ATTENTION: Some data in the system parameter will be dynamic for different customers. Here, the value of client_id, client_secret, extension_name & APP_SYS_EXT_ID will be different & as per the customer environment. Value of the APP_SYS_EXT_ID is the connector Ext-ID of the system created on the api server in the later part of this document. Other details are static only & will remain the same on any environment as mentioned below –

grant_type - urn:ietf:params:oauth:grant-type:jwt-bearer

outlook_event_url - https://graph.microsoft.com/v1.0/me/events/

outlook_token_url - https://login.microsoftonline.com/common/oauth2/v2.0/token

requested_token_use - on_behalf_of

scope - <u>https://graph.microsoft.com/.default</u>

Extension Name Used Internally

extension_name - Extensions(\$filter=Id eq 'AGS.extrk2xzy16_reqworkplaceaccess')

- 8. Once the necessary details are provided in the system parameter. Hit the save button.
- 9. Now, Go to System □ open the recently create outlook system □ switch to field mapping tab & add the below mappings.

Mapping Type	Entity	AE Field Name	System Field Name
Recon	User Event Data	description	subject
Recon	User Event Data	validFrom	start_dateTime
Recon	User Event Data	areaName	location_displayName
Recon	User Event Data	fullName	name
Recon	User Event Data	lastName	name
Recon	User Event Data	firstName	name
Recon	User Event Data	subdevice_id	organizer_emailAddress_address
Recon	User Event Data	domain	preferred_username
Recon	User Event Data	userld	oid
Recon	User Event Data	validTo	end_dateTime
Recon	User Event Data	eventId	id
Recon	User Event Data	eventType	eventType
Recon	User Event Data	eventSerialNum	outlook request badge

NOTE: AE Field Name can be different as per the requirement & can be mapped accordingly.

- 10. Once added all the field mappings as mentioned in the above table, hit the Save button.
- 11. Also, make sure in the environment configuration file of Agent Server, the following entry is added –

STAGING_REDISSTREAM_QUEUES=["Alert Enterprise:mock","Alert Enterprise:outlook"]

- 12. This completed most of the configurations required on the Agent server. Now, we have to make some configuration onto the GUARDIAN Alert Enterprise API server.
- 13. Logon to the API server, go to manage class definition & hit the create button.
- 14. Add the new entity in the class def with name EventType as mentioned below -



X Cancel Sav	e i
Controller	
X Cancel	Save
X Cancel 📴 s	Save
X Cancel	Save :
X Cancel	Save :
X Cancel 💽 s	Save :
: Number Validation Is ported: Enabled: Tra	Save :
× Cancel C	Save :
	Controller

- 15. Once added all the details in the class def, hit the save button. This should add the new class def in the grid.
- 16. Now, navigate to Document Number Range & hit the Create button. It opens up the screen layout of the doc number. Now, add the following details as mentioned below & hit the save button.



4

Document Number Range - EventType Create, View & Manage		X Cancel Save
SETUP TYPES		
роситепс нега туре:		
O Ext ID 💿 Others		
Document Range ID *	Business Object Category	/*
EventType	EventType	•
Generation Field	Systems	
Select Generation Field	Select System	•
Validation Systems	Exclusion Rule	
Select Validation Systems	Enter Exclusion Rule	
Length	Range Start *	Range End *
Enter Length	ET-00001	ET-99999
Range Format *	Choose	
ET-NNNN	Remove Leading	Duplicate Check 🔲 Use External Document

17. Now, go to Manage Access □ search for Admin User Role & open the same. Switch to the MENU tab & add the below entry & once added, hit the Save button.

Ξ	Manage Access - Application - ACS-002812 Admin User Role Create, View & Manage						Code X	Cancel	🐻 Sa	ve	
	< SETUP	MENU AUTHOR	RIZATION LOCATIO	N ORGANIZATION	IDENTITY	PREREQUISITES	OWNERS	CARD	IS SC	CHEDULES	>
×								Ø	<u>↑</u>	1 ⊻	
~	Action	Menu ID	Label	Sub-menu Label Ur	rl Hash	Activity ID	Sequence		Hidden		s
	•	Reports_ID001	Reports								•
		sentry_admint	J Sentry				9				
		home_admin_	a Home				1				
		settings_admir	n Settings				8				
		identity_event	T Event			identitymgmt.eventT	ype				
		eventType	Event Type Set			identitymgmt.e	10				
		adminUserRol	e VIM								

18. Now, go to System Type & click on the Create button. Add the below mentioned details & hit the save button.



System Type - OUTLOOK-00 Create, View & Manage	01 Outlook Addin	× Cancel Save :	
SETUP CUSTOM FIELDS FIELD N	APPING RECON MODE		
Code *		Name *	
OUTLOOK-001		Outlook Plug-In	
Description		Category *	
Outlook Plug-In		Pysical System	
Extractor Class Name		Certification Class Name	
Outlook Plug-In		Enter Certification Class Name	
Choose		Upload Icon	
Link Access To Badge	 MasteridentityId to be used as SourceId 	🔁 Upload	
□ Save Access With Badge	Is Role Validity Not Maintained		

19. Now, Go to system, Hit Create button & this should open the System screen layout. Add the details as mentioned below & hit the Save button. Make sure to use the same system type which we created above.

	System Create, Vie	- SYS-000054 Ou w & Manage	tlook Plug-In Syste	em						- Test	× Cancel	Save	:	
<	SETUP	SYSTEM OWNERS	SYSTEM PARAMETERS	FIELD MAPPING	KEY FIELDS	CHIL	D CUA SYSTEMS	DISCREPANO	EY ACTION	COMMENTS	ATTACHMEN	NTS AUD	DIT TRAIL	•
-	Type *						Code *							
	Outlook P	lug-In			•		SYS-000054							
	Name						Description							
	Outlook P	lug-In System					Outlook Plug-In	System						
	Environme	nt *					Timezone							
	Prod				•		Select Timezone	2					•	
	System Gro	oup *					Provisioning Seq	luence						
	Training				•		0undefined0000	undefined					\$	
	Login Sequ	ence					External System	Code						
	Oundefine	d000undefined			\$		Enter external S	ystem Code						
	Choose													
	Provis	ining	Is Master	Auth Sys	tem		Is Role Validity N Maintained	lot 🗌	Do Not Up Provisioni	odate Identity ng	For 🔲 Is Watch	nlist		

20. Now, Switch to System Field Mapping tab, add the following mappings -

Mapping Type	Entity	AE Field Name	System Field Name
Recon	User Event Data	fullName	fullName
Recon	User Event Data	lastName	lastName
Recon	User Event Data	validFrom	validFrom
Recon	User Event Data	description	description
Recon	User Event Data	eventType	eventType
Recon	User Event Data	event_subtype	outlook_request_badge

21. Once added all the field mappings, hit the Save button.



22. Navigate to List Entries, Hit the Create button. It opens up list entries screen layout.

Create List Entries Create, View & Manage	× Cancel Save
SETUP FIELDS	
List Code *	Description *
Enter List Code	Write a short Description

23. Add the following details in the list entry setup layout -

List Entries Create, View & Manage	
SETUP FIELDS	
List Code *	Description *
EVENT_TYPE_HANDLER	EVENT_TYPE_HANDLER

24. Switch to the FIELDS tab on the same screen & add the Entry Code as com.alnt.outlook.events.service.OutlookEventsServiceImpl & Entry Name as Request Workplace Access & hit the save button.

	List Entries Create, View &	; Manage				imes Cancel	🐻 Sa
S	ETUP FIELD	S					
				Records Found : 1	Enter to Search		Ø.
	Row Action	Entry Code	Entry Name	Sequence	Entry Type	Entry	Alias
	+ -	com.alnt.outlook.events	Create Request Access	0			

25. Now, go to Event Type & Hit the Create button.

Alert Enterprise Guardian HSc	Eve Crea	nt Type Ite, View & Manag	e								+ cı	reate	:
Paul Walker - Last login: 09-04-2024 10:15:26 pm					Reco	ords : 2	Enter to S	earch		3	Ø	∇	$\overline{\mathbf{h}}$
🔍 even 🗙		ExtId	Severity	Source Id	System Id	Event	Source	Event Type Filters	Event Ty	pe Pre	Eve	nt Type	Post
		ET-00001	HIGH	0	0	Lenel		0	0		0		
Event Type Setup		ET-00002		outlook_event	499347426623	Datab	ase Con	0	0		499	9449140	979
- Event Type Setup													

26. Add the following details in the Event Type & once added all the required details, hit the Save button.



🐻 Save

•

× Cancel

Create Event Type

Create	View	۶,	Manage
create,	410.44	0	manage

SETUP	
Ext Id	Severity
ET-00002	Select Severity
Add the System Hibernate ID of the System Id System created in API server	Event Source
4915523307524764	Enter Event Source
Source Id *	Add the same handler create in the previous step
outlook_event	Create Request Access
Filter rule set	Pre Feed Rule Set
Select Rule Set	Select Rule Set
Post Feed Rule Set	Async
EventRuleSet 🔹	

27. Now, Go to the jobserver.conf file in the present the build inside jobserver\conf & update the entry of consumer-enabled as true & save the file.

 Go to environment.conf file & add the outlook queue in the STAGING_REDISSTREAM_QUEUES as ["Alert Enterprise:mock","Alert Enterprise:outlook"] & save the file.

	-
210	STAGING_REDIS_SSL=false
211	STAGING REDIS USERNAME=""
212	STAGING REDIS CONNECTION TIMEOUT=3000
213	STAGING REDIS KEYSTOREPATH=""
214	STAGING REDIS KEYSTOREKEY=""
215	STAGING REDIS TRUSTSOREPATH=""
216	STAGING REDIS TRUSTSOREKEY=""
217	STAGING_REDISSTREAM_QUEUES=["alert:mock","alert:outlook"]
218	STAGING_REDISSTREAM_THREAD_POOL=10
219	STAGING_REDIS_JEDISMAXTOTAL=16
220	STAGING REDIS JEDISMAXIDLE=16
221	STAGING_REDIS_JEDISMINIDLE=8
222	STAGING_REDIS_LIBRARY="jedis"
223	
224	SOCKS_PROXY_HOST=""

29. Once done with all the configuration changes, restart the api server first then job server & after that agent server.



Chapter 7. References

Outlook Plugins tutorial/documentation https://learn.microsoft.com/en-us/office/dev/plugins/outlook/ https://learn.microsoft.com/en-us/office/dev/plugins/outlook/one-outlook

Plugin Deployment

https://admin.microsoft.com/Adminportal/Home#/Settings/IntegratedApps https://admin.microsoft.com/Adminportal/Home#/Settings/AddIns

Outlook Plugins APIs https://learn.microsoft.com/en-us/office/dev/plugins/outlook/apis

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