HexaSync

HexaSync Profile Setup Guide

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Register a HexaSync Profile

Step 1: Creating a HexaSync Account using your email address

- Visiting link:
  https://app-az.hexasync.com/login

- Sign up for an account by entering your email address and clicking "Login".
  Or you can also sign up with Microsoft or Google

- OTP code will be sent to email. Copy that OTP code here and click "Submit". So you have successfully registered an account on HexaSync.
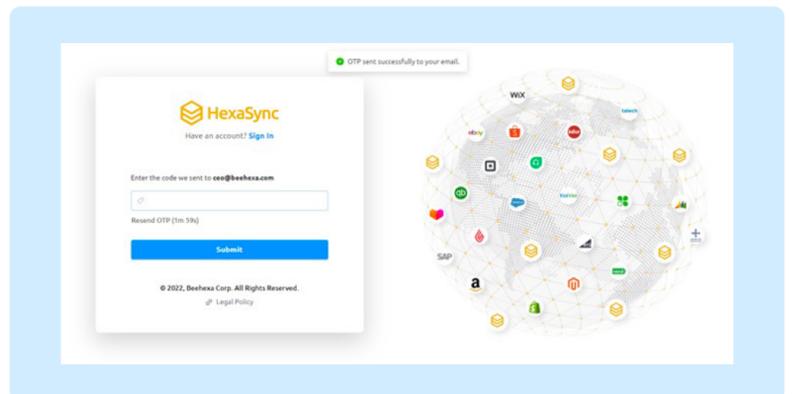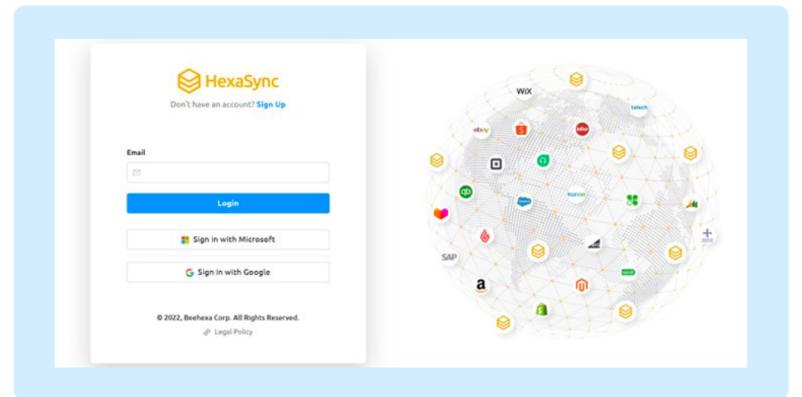
OTP sent successfully to your email.

Step 2: Creating a HexaSync profile

- After successful account registration the screen will appear like this
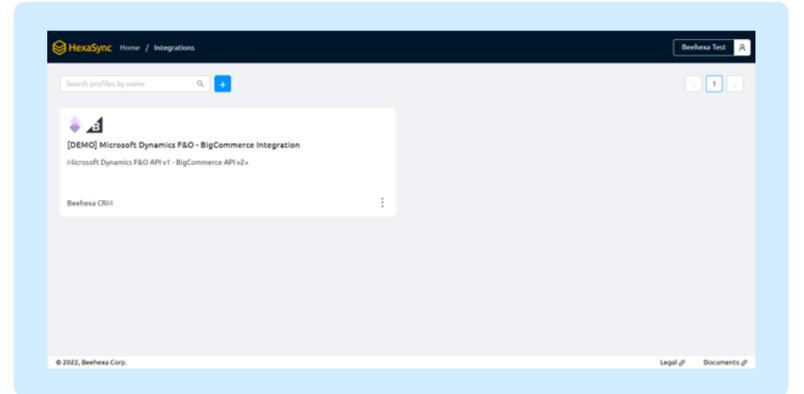
- To create a new profile, click this button
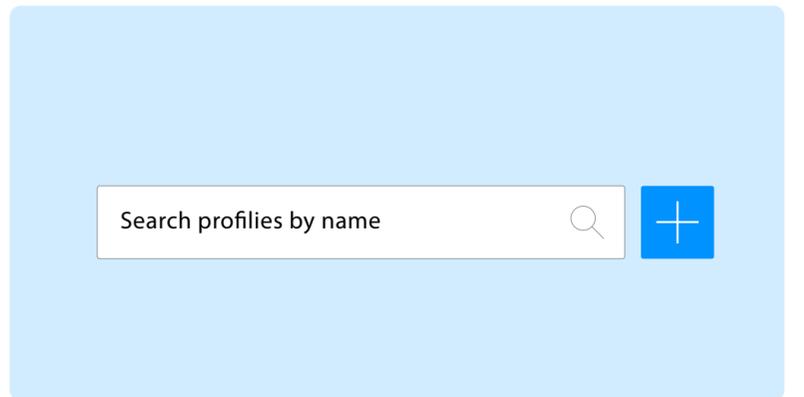
- Choose Source System and Destination System according to your synchronization needs
- Click "OK" and you have successfully created a HexaSync profile.
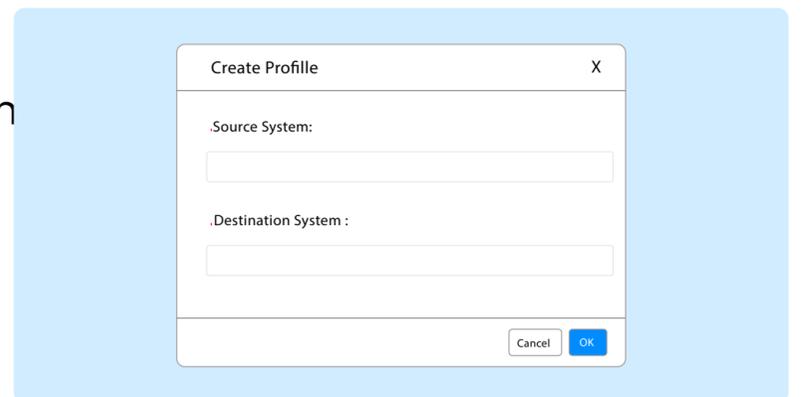
- If you need more than one HexaSync Profile, repeat the same steps as above with the remaining HexaSync profiles.
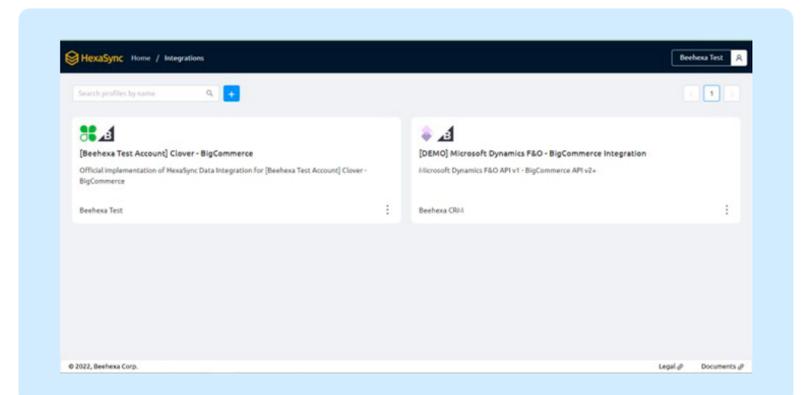
Step 3: Invite team@beehexa.com to collaborate with your HexaSync profile

- Select "HexaSync profile" you want to share
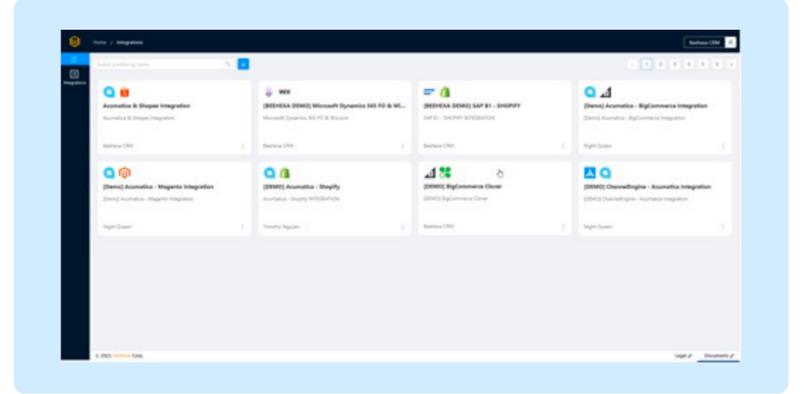
- Invite our team to manage your integration following the instructions in the image below.
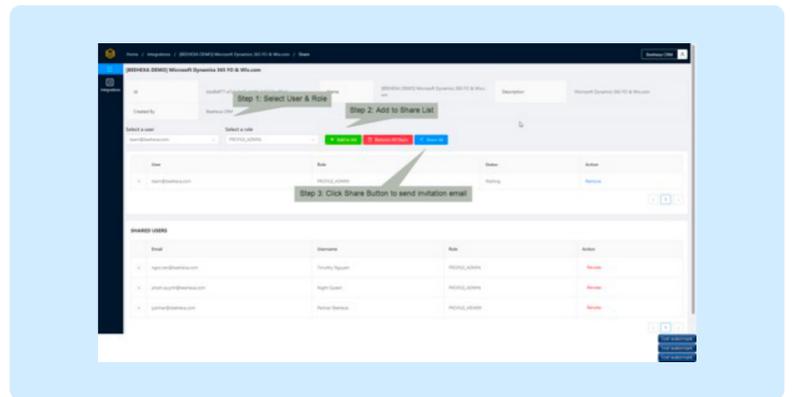
2 Authorize HexaSync To Access Your Zalo OA

1 Step 1: Click the link HexaSync "Zalo Callback URL"

Step 2: Choose the Zalo OA Account that you
want to connect with Microsoft Teams by HexaSync **2**

3 Step 3: Tick the box and "Accept"

Step 4: Copy the Zalo OA ID and the Authorization Code **4**

Authorize HexaSync To Access Your Zalo OA
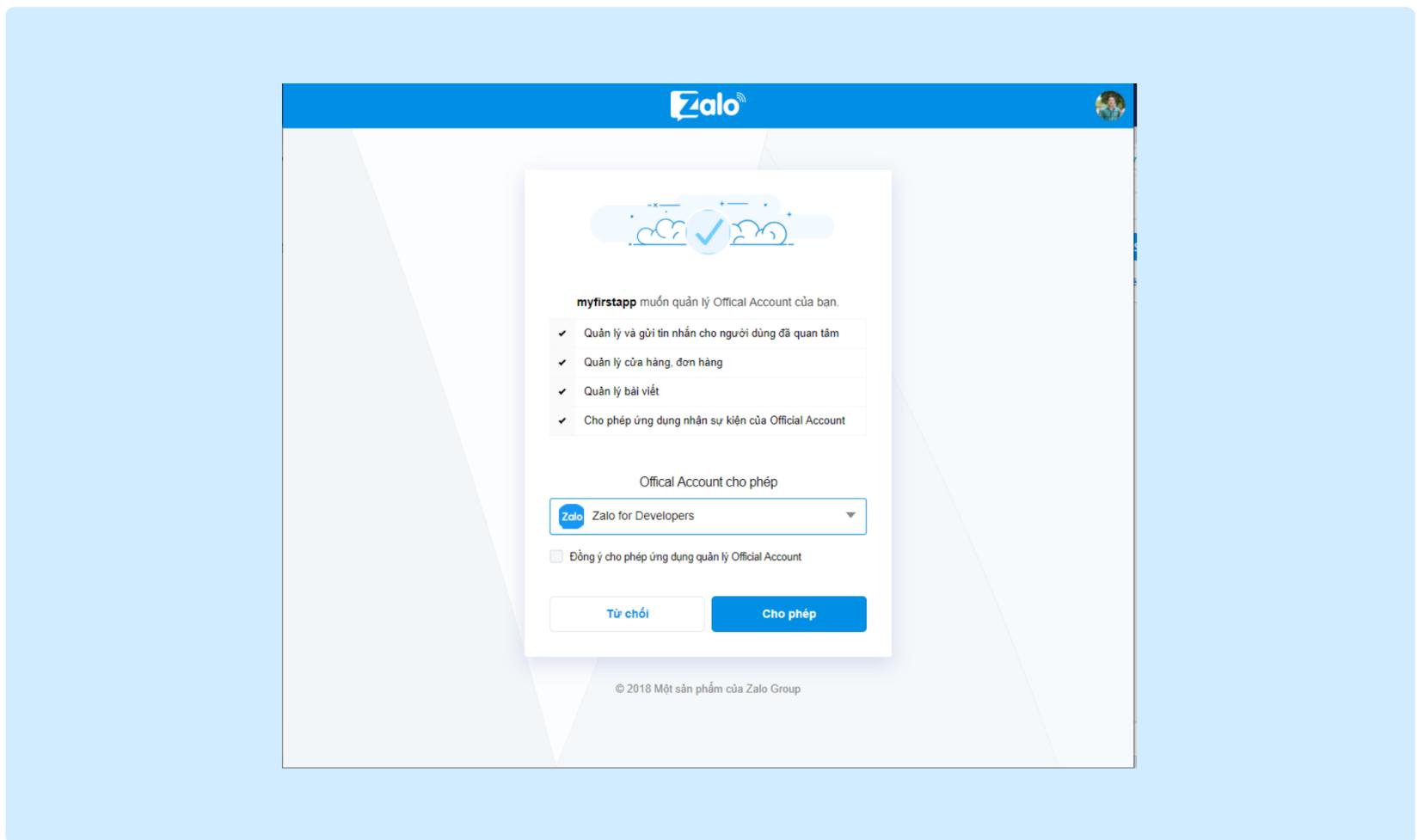
Step 1: Click the link HexaSync Zalo Callback URL
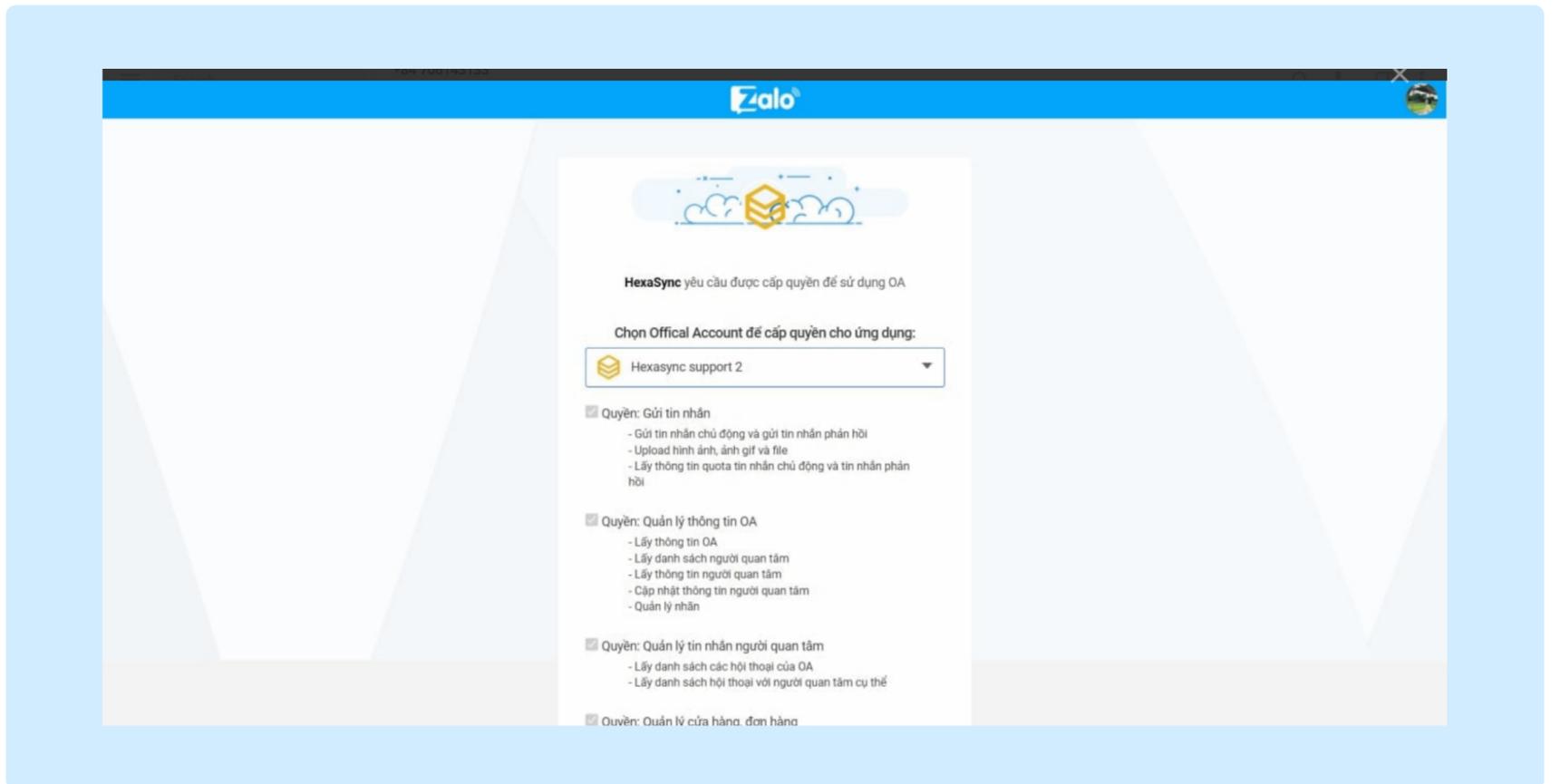
Step 2: Choose the Zalo OA Account that you want to connect with Microsoft Teams by HexaSync
Note: You must be an Zalo OA Admin to grant access to Zalo OA
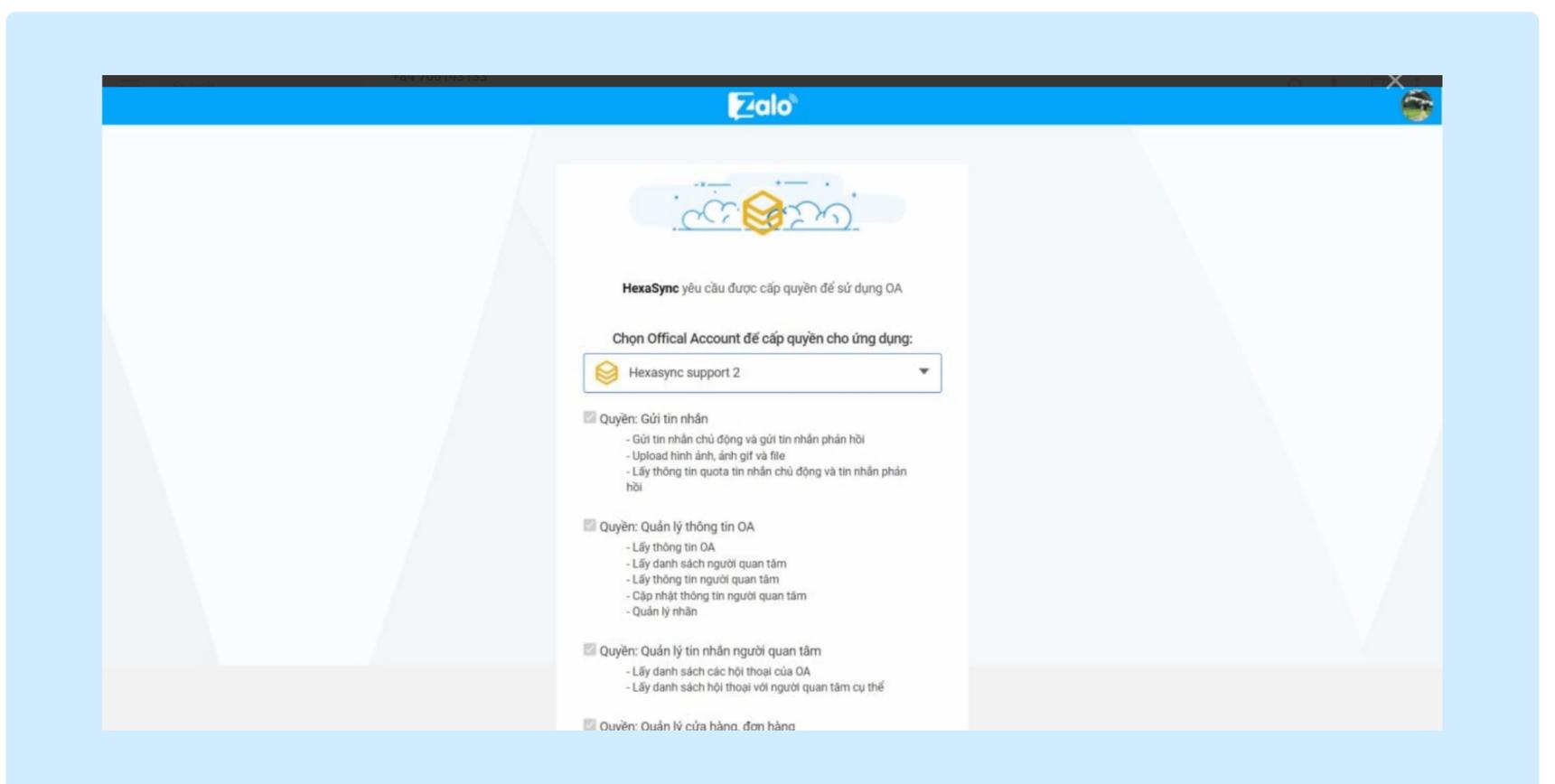
Step 3: Tick the box and "Accept"
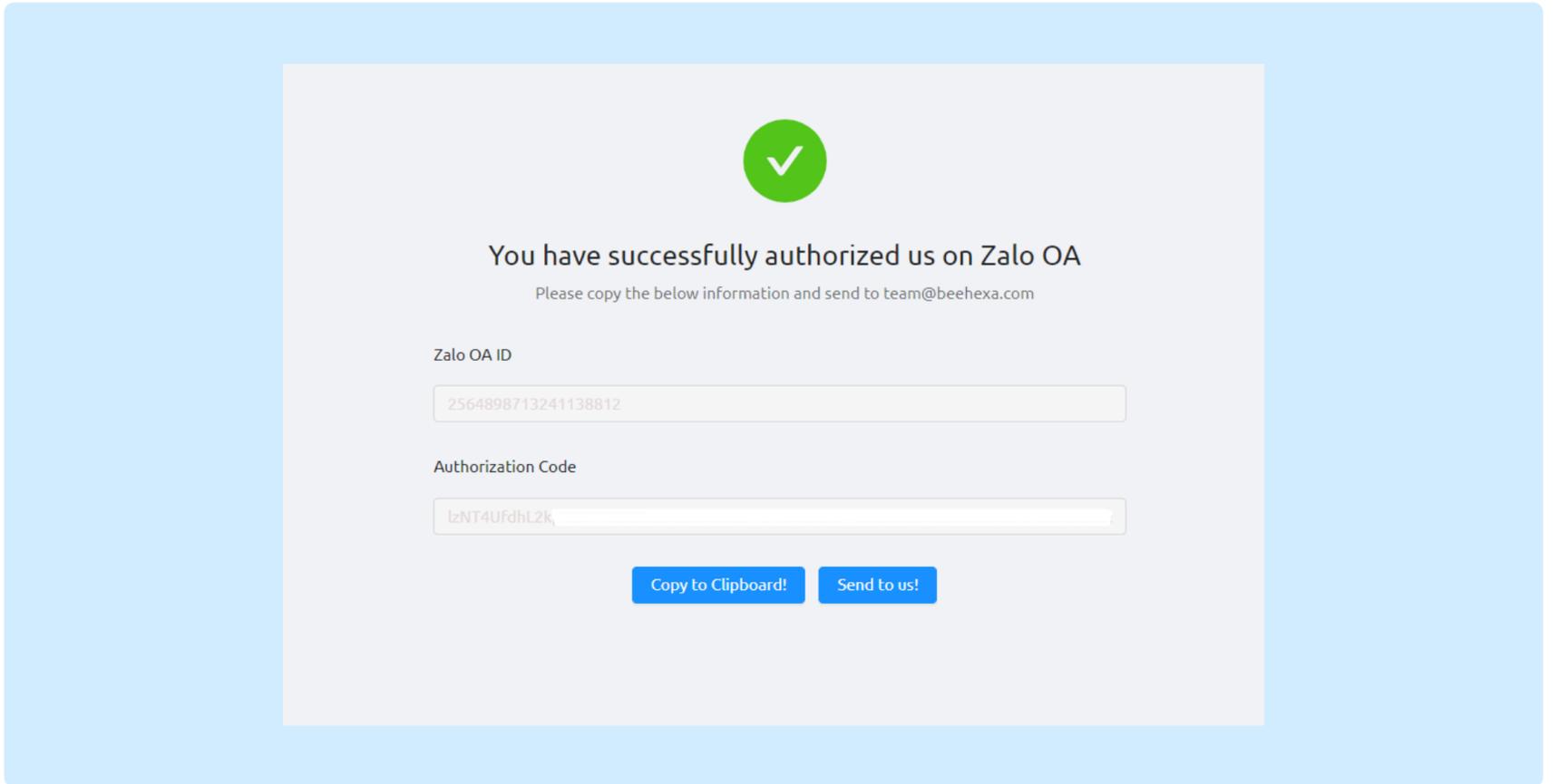
- **Step 4:** Copy the "Zalo OA ID" and the Authorization Code
Last, please send enough information to our email team@beehexa.com.
You are ready to go with us from that!

3 Authorize HexaSync To Access Your Microsoft Teams

1 Step 1: Enable guest sharing in Azure Active Directory

Step 2: Enable Microsoft 365 Groups guest settings 2

3 Step 3: Enable guest access at the Microsoft Teams organization level

Step 4: Enable guest access to 4
SharePoint Online (and OneDrive for Business)

Authorize HexaSync To Access Your Microsoft Teams

Step 1: Enable guest sharing in Azure Active Directory
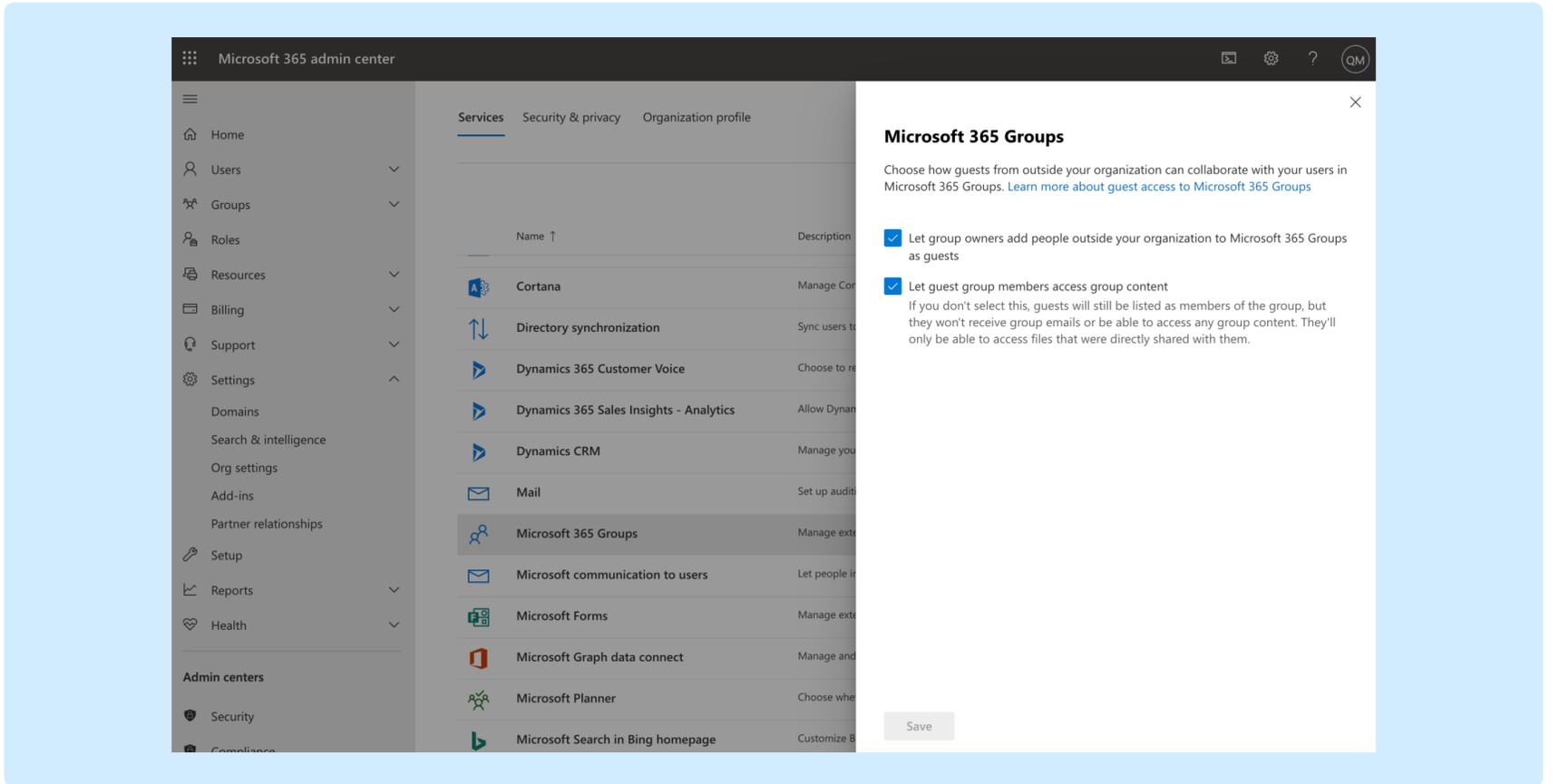
● **Step 2:** Enable Microsoft 365 Groups guest settings
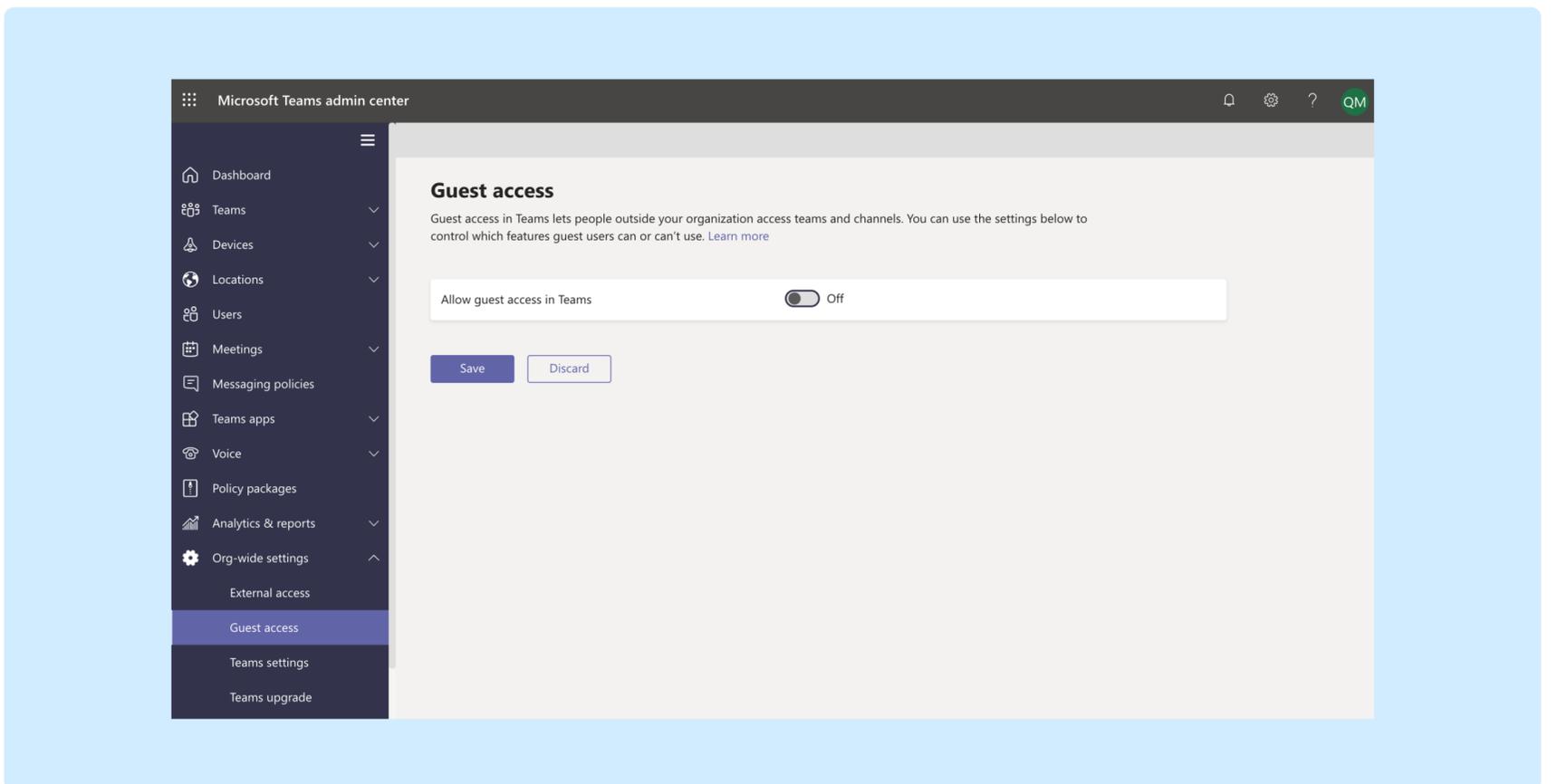
● **Step 3:** Enable guest access at the Teams organization level
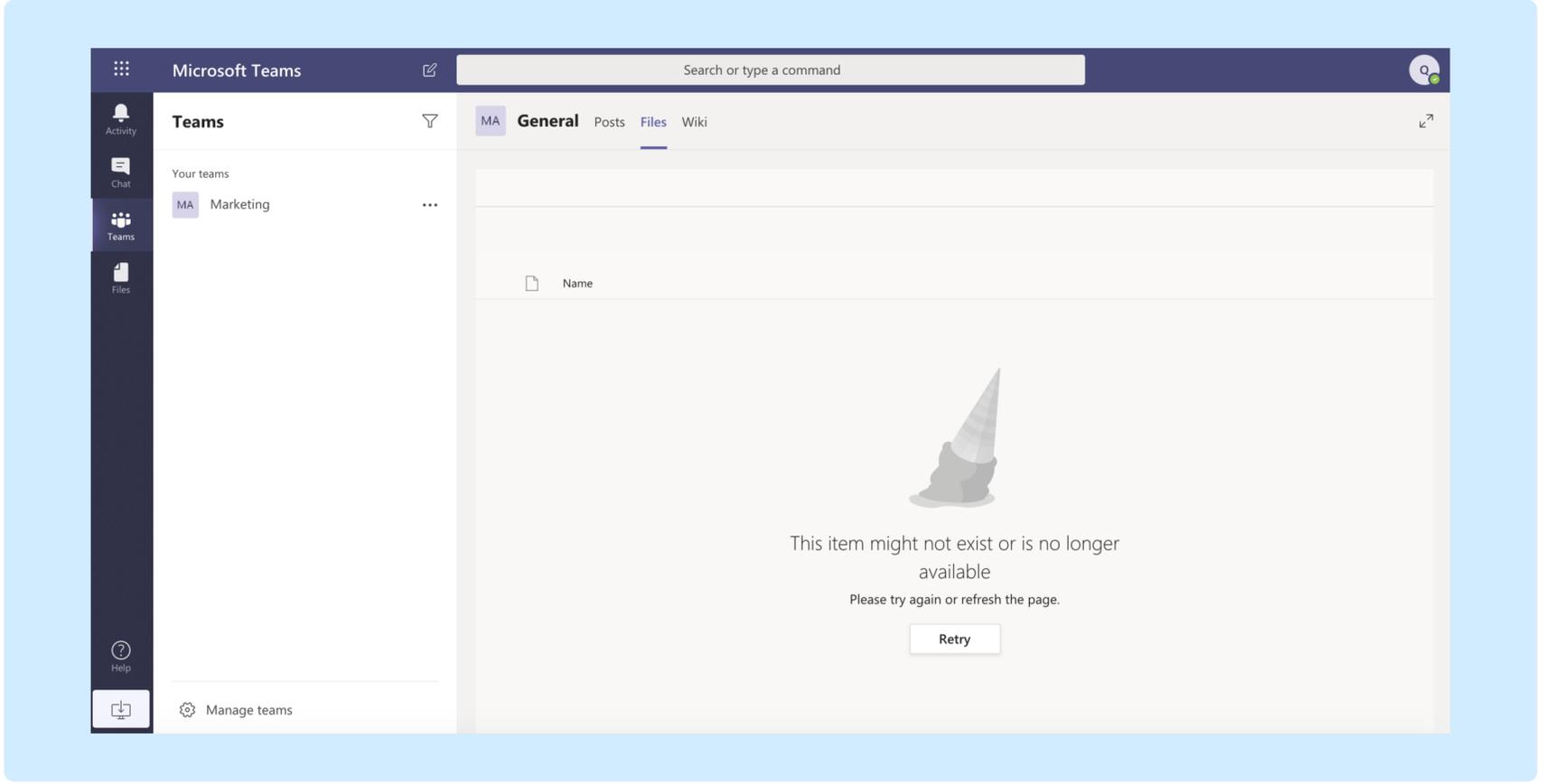
Step 4: Enable guest access to SharePoint Online (and OneDrive for Business)