

Step 1 - Installing EMP365

A step-by-step guide

EMP365 is a cloud-based Growth Engine  for Nimble Organizations, powered by Microsoft solutions. Its main user interface is available in MS Teams.

This is a step-by-step guide to help you get started with EMP365.

Prerequisites: Your organization must be using cloud-based O365. On-premise Office cannot be integrated into EMP365.

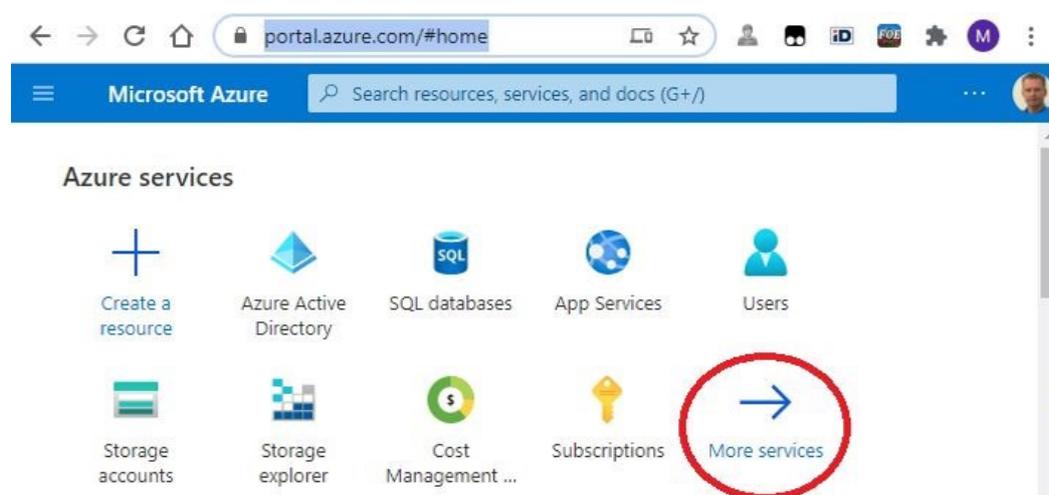
The installation consists of 3 steps:

1. In Your Azure Active Directory (AD), grant access to EMP365
2. Forward access credentials to EMP365 administrator so that he/she could register your account
3. In MS Teams, each user must install EMP365 application

Once these steps are done, your organization is ready to use EMP365.

Granting Access to EMP365 in AD

1. Open <https://portal.azure.com>
2. Log in if not logged in yet
3. Navigate to Azure Active Directory → App registrations → New Registration



Click on "More services"

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All services Search All

Overview

Categories

- All
- General
- Compute
- Networking
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- Web
- Mobile
- Containers
- Databases

Featured

- Virtual machines
- App Services
- Storage accounts
- SQL databases
- Static Web Apps
- Azure Cosmos DB
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- Function App
- Virtual networks
- Azure Active Directory**
- Resource groups
- Monitor

Click on "Azure Active Directory"

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Overview

- Getting started
- Preview hub
- Diagnose and solve problems

Manage

- Users
- Groups
- External Identities
- Roles and administrators
- Administrative units (Preview)
- Enterprise applications
- App registrations**
- Identity Governance

Azure Active Directory can help you enable remote work for your employees and partners. Learn more

EMP365 OÜ

Search your tenant

Tenant information

- Your role: Global administrator and 2 other roles [More info](#)
- License: Azure AD for Office 365
- Tenant ID: [redacted]
- Primary domain: [redacted]

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All services > EMP365 OÜ

EMP365 OÜ | App registrations

Azure Active Directory

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+ New registration Endpoints ...

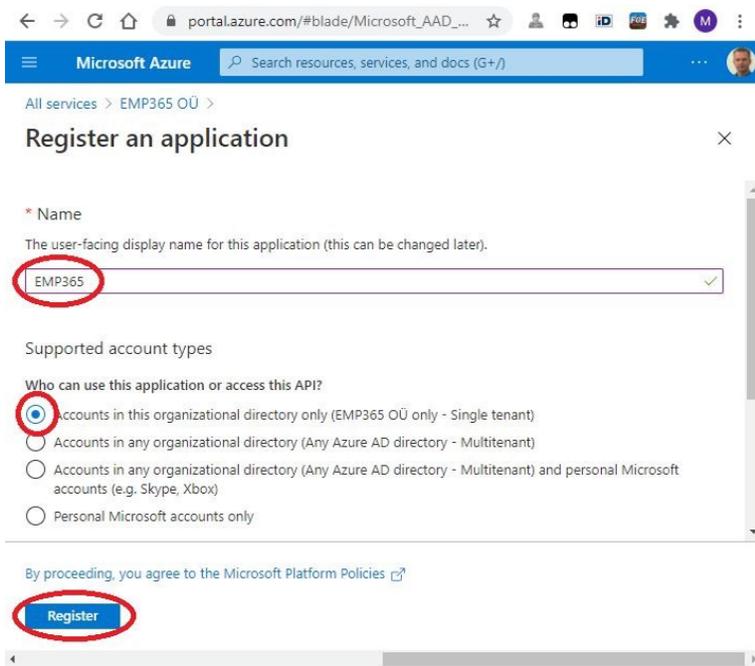
Welcome to the new and improved App registrations (now Generally Available). See what's new and learn more on how it's changed.

Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL) and Azure AD Graph. We will continue to provide technical support and security updates but we will no longer provide feature updates. Applications will need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. Learn more

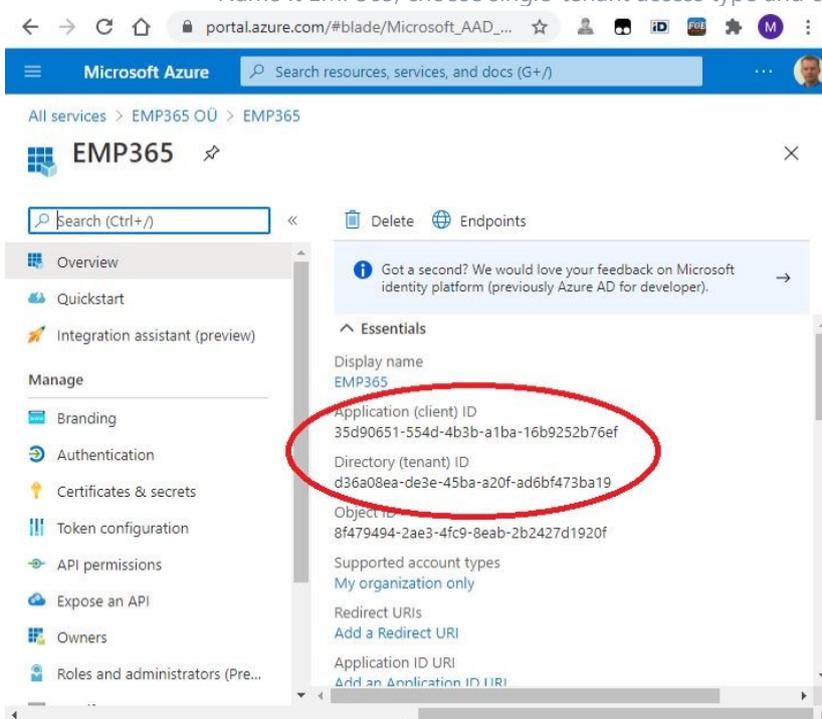
All applications **Owned applications**

Click on "App registrations" → "New registration"

4. Enter registration details (Name: EMP365, access type: single-tenant) and click on "Register". After successful registration, copy client ID & tenant ID from the overview page in order to send these to EMP365 admin.

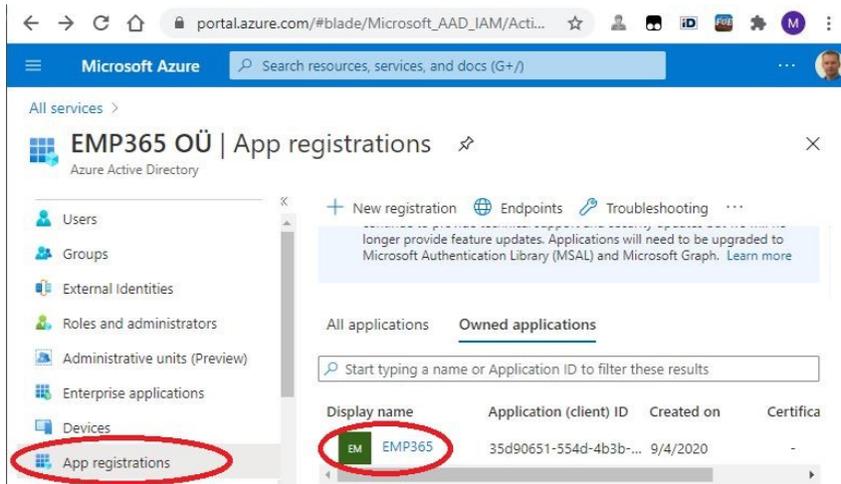


Name it EMP365, choose single-tenant access type and click on "Register"

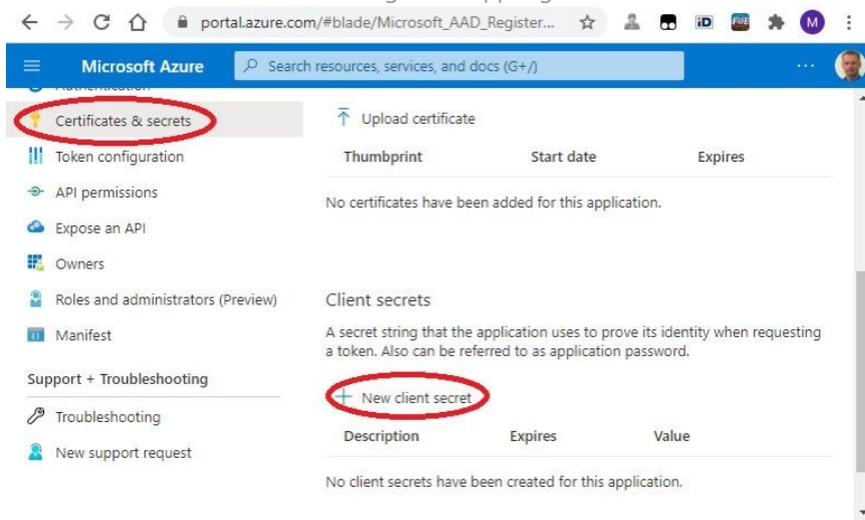


Copy client ID & tenant ID from overview page in order to send these to EMP365 admin

5. Navigate to App registrations → EMP365 → Certificates & secrets → New client secret

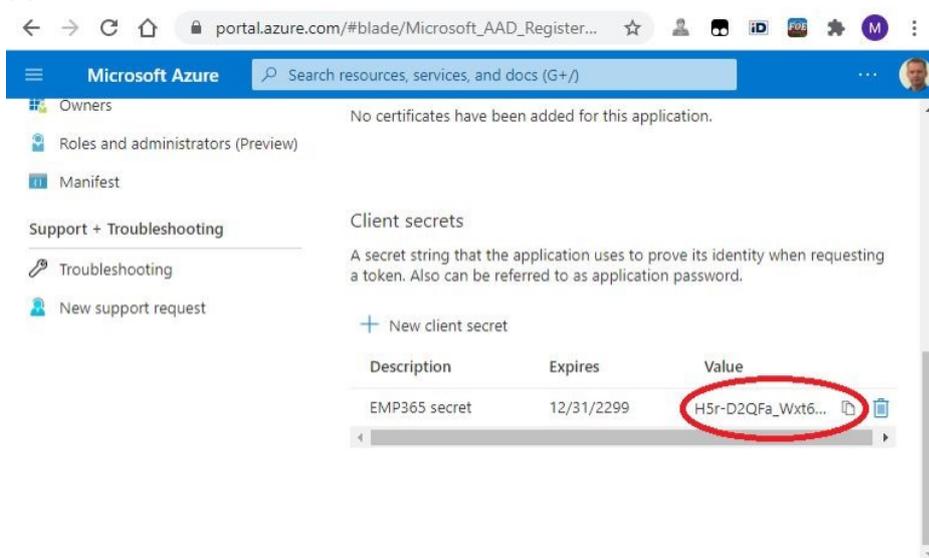


Navigate to App registration and click on "EMP365"



Navigate to Certificates & secrets and click on "New client secret"

6. Enter secret details (Name: EMP365 secret, Never expires). Click on "Add". A new secret is created. Now, copy the entire **secret value** in order to send it to the EMP365 admin

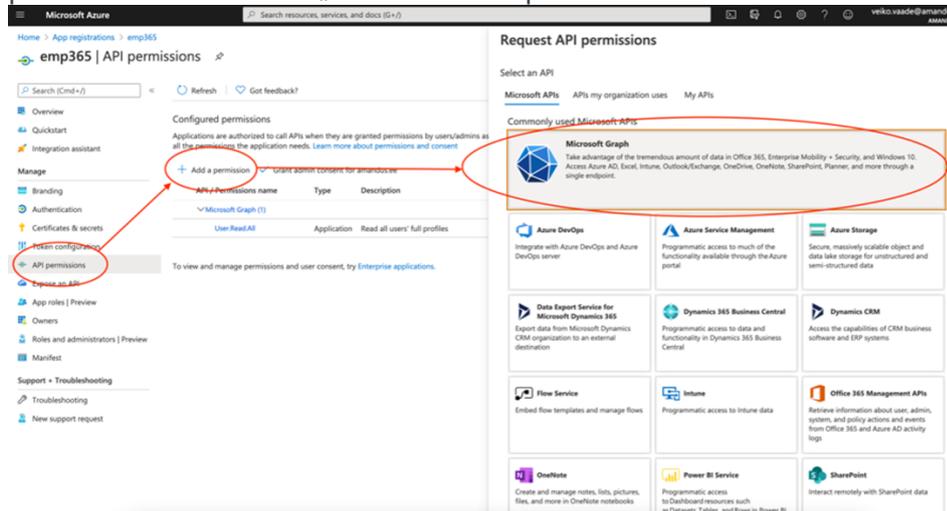


Enter secret details, choose never expires

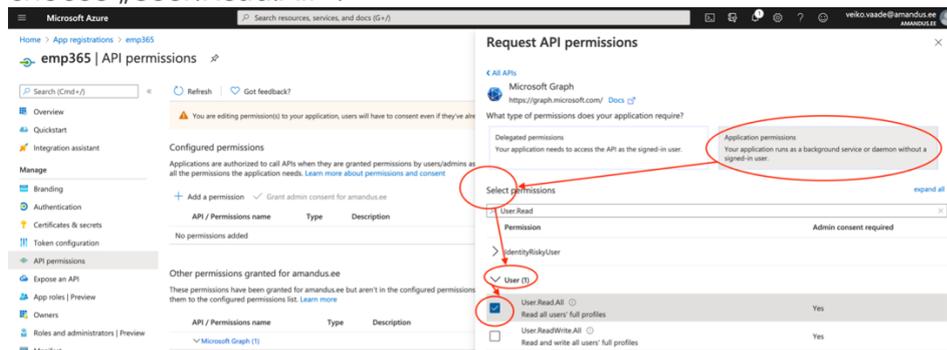
7. Send **client ID**, **tenant ID** and the **secret value** to EMP365 admin and continue immediately with the next steps 📧

Email: support@emp365.net

8. Navigate to App registrations | EMP365 | API permissions. Click to „Add a permission“ and then „Microsoft Graph“



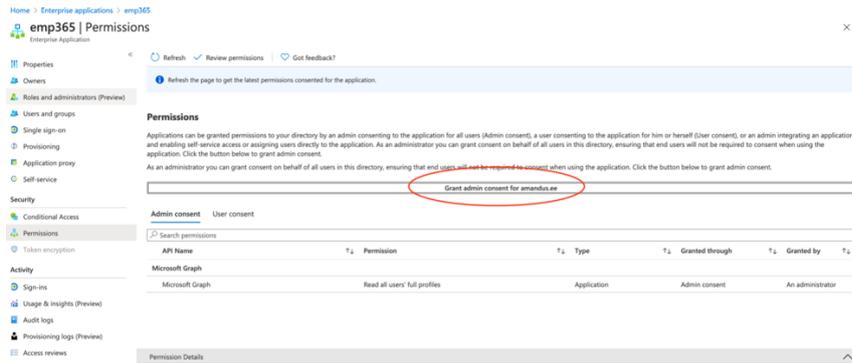
9. Click to „Application permissions“, insert into filter text area „User.Read“ and choose „User.Read.All“.



10. Insert into filter area "group" and choose "Group.Read.All" and click to "Add permissions"

11. Insert into filter area "calendar" and choose "Calendars.ReadWrite" and click to "Add permissions"

12. Navigate to Enterprise applications | EMP365 | Permissions. Click to „Grant admin consent for your company“. Click **Accept** on the permissions review window.



13. Navigate to Groups.

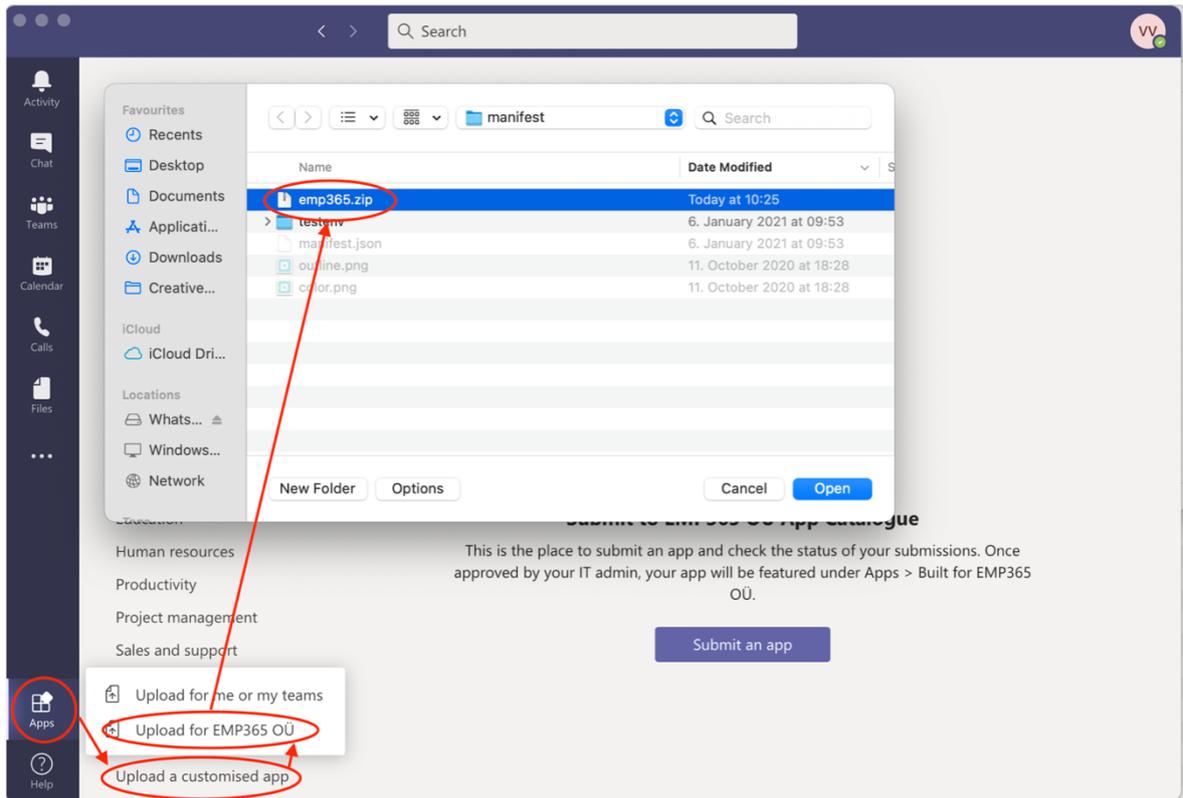
14. Click **+ New group**

15. Insert **EMP365** into Group name textbox, click to members, select the persons who will use Emp365 application and click **Select** to add the selected persons into the group. Click to **Create**

16. Now you need to wait for EMP365 admin to activate your account. You will receive the email from our support team after the account is added.

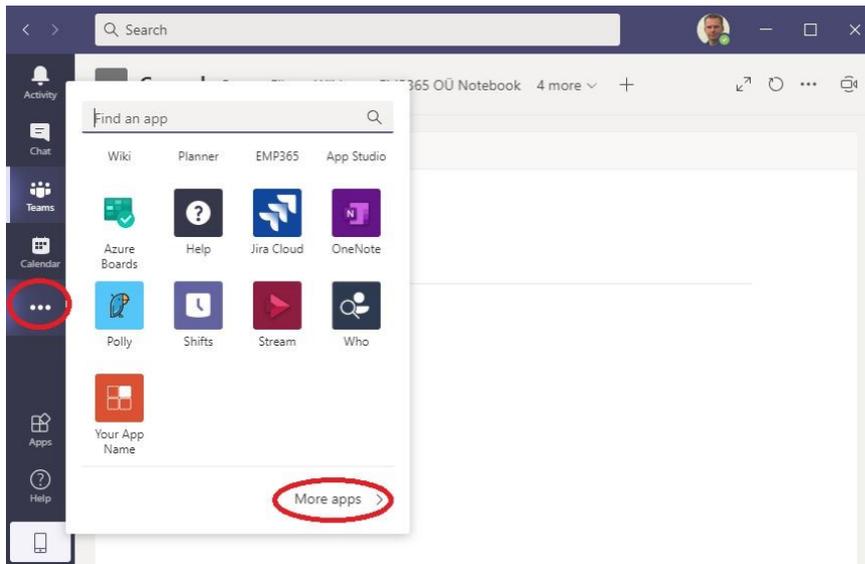
Step 2 - Load EMP365 app into MS Teams environment (MS Teams administrator)

1. Download emp365.zip from <https://emp365.net/emp365.zip>
2. Open Teams App in your computer and click Apps, then click Upload a customised app and choose emp365.zip
- 3.



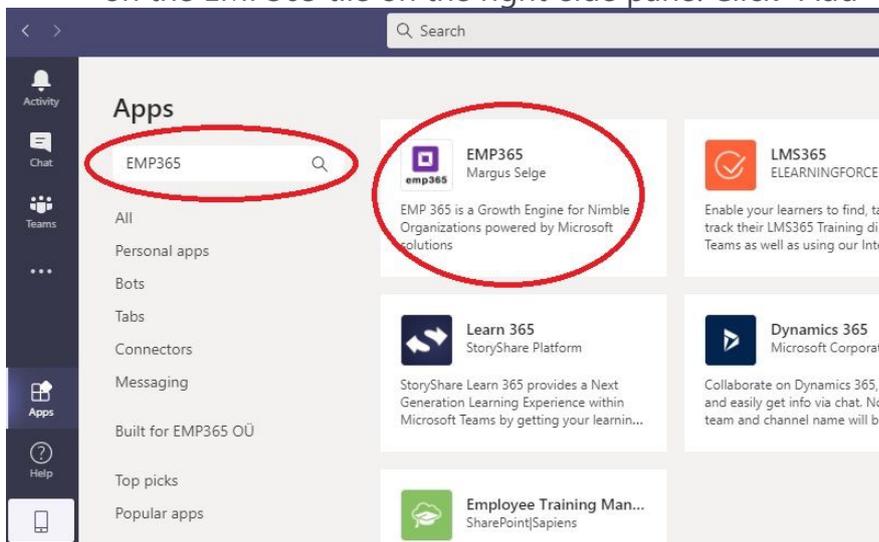
Step 3 - Installing EMP365 in MS Teams (Emp365 users)

1. Once EMP365 has registered your organization account in the cloud, each user in your organization must install EMP365 in his/her own MS Teams: click on ... on the left-side pane and select More Apps.

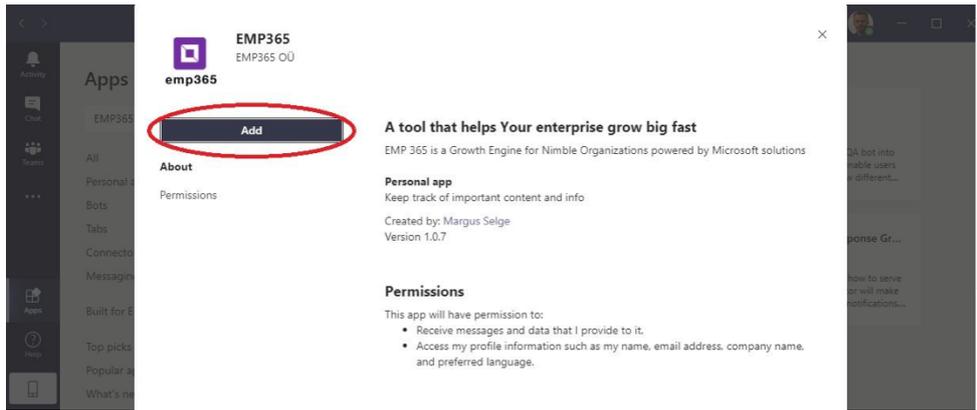


Click on "... " and select "More Apps"

2. Find the **EMP365** app, by typing EMP365 in the search box and then clicking on the EMP365 tile on the right-side pane. Click "Add" to start the installation.

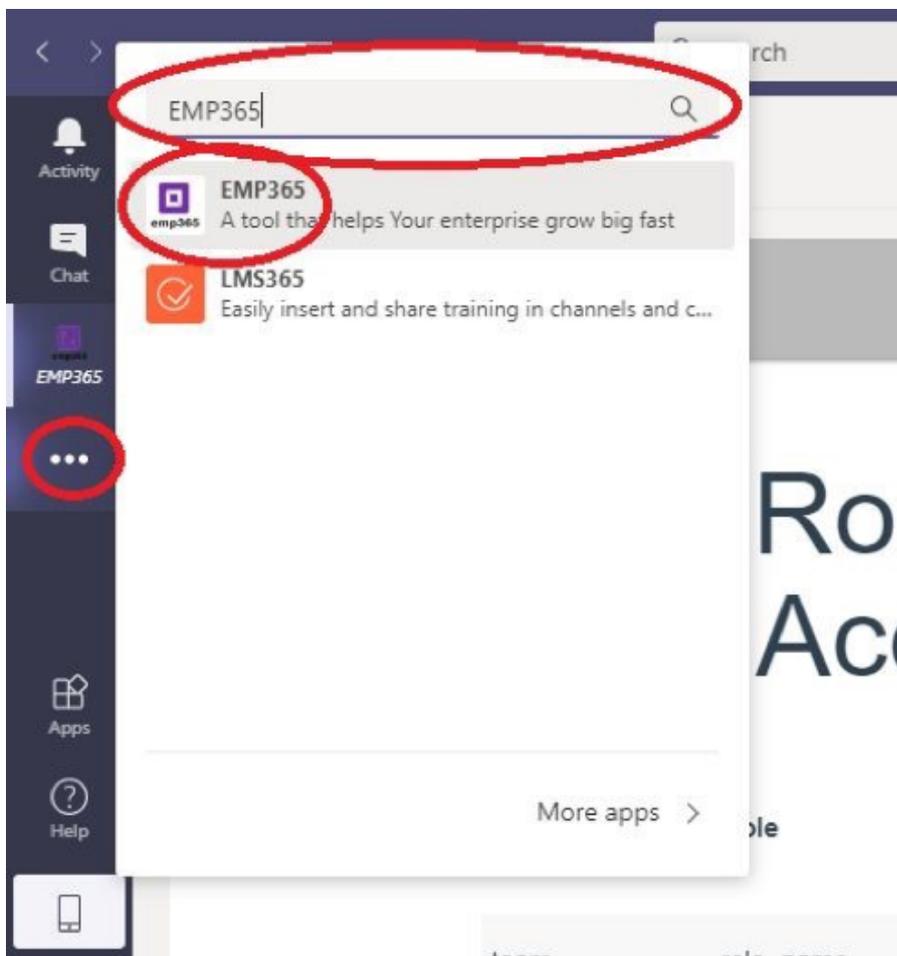


Search "EMP365" and click on the tile



Click "Add" to start the installation

3. Start **EMP365**, by clicking ... on the left pane and then locating the app, by typing "EMP365" in the find app box.

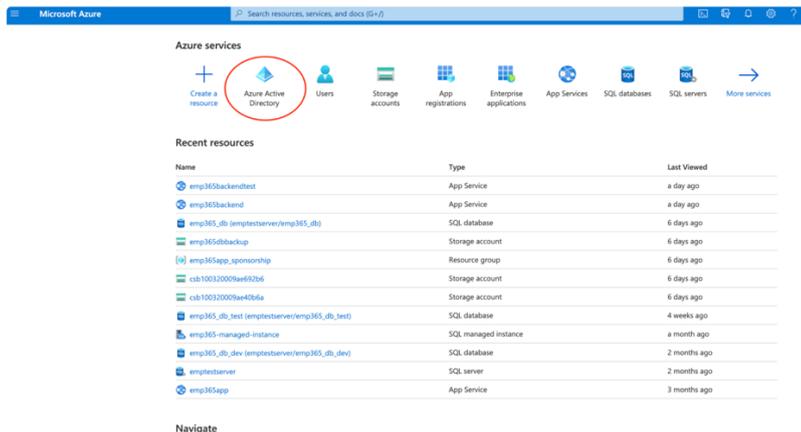


Click on "..." and search "EMP365"

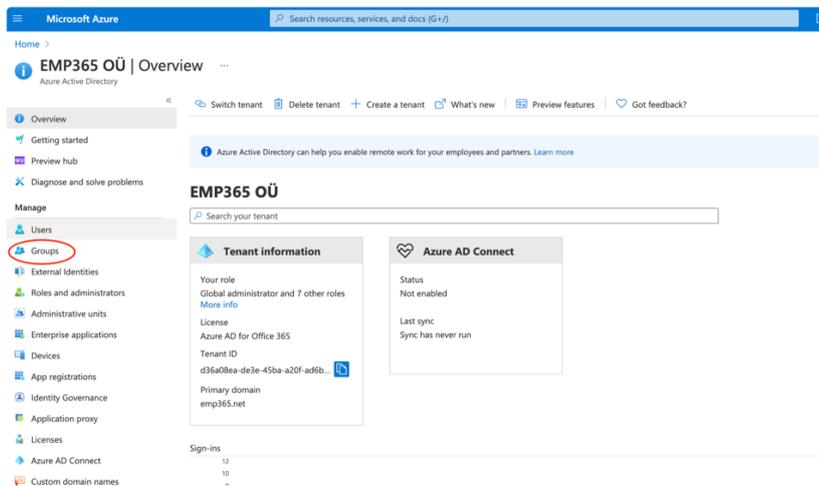
You are now ready to enjoy **EMP365!**

Step 4 (Deprecated) - Use AD group users instead of all users in Azure

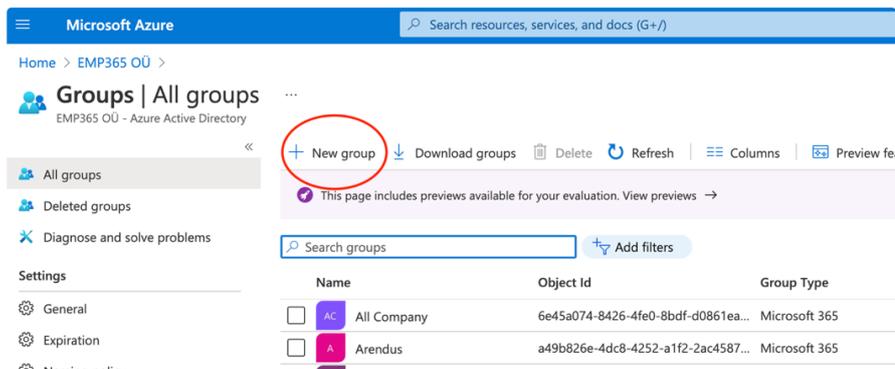
1. Choose Azure Active Directory from portal.azure.com



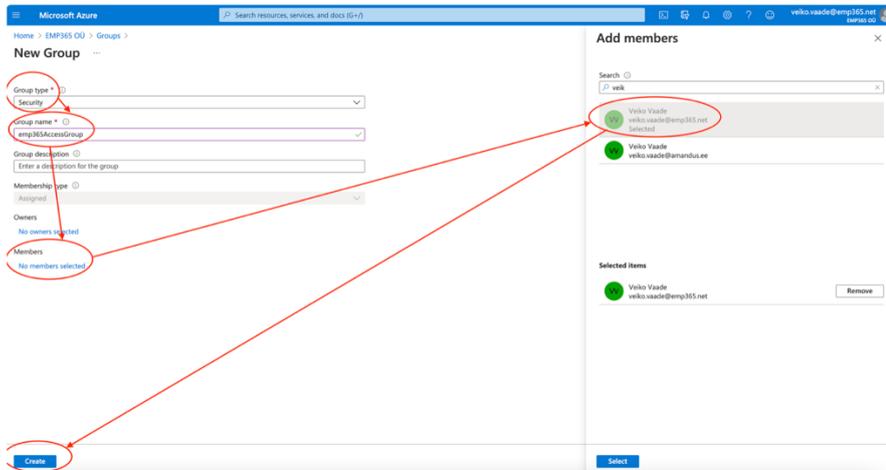
2. Choose Groups from Azure Active Directory



3. Choose New Group



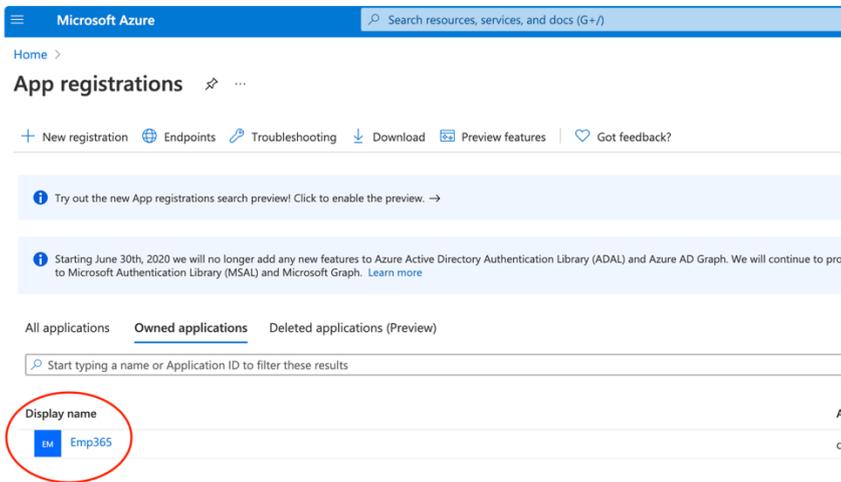
4. Select Security as Group type , type group name, add members to group and click to create. Send typed group name to your Emp365 contact person



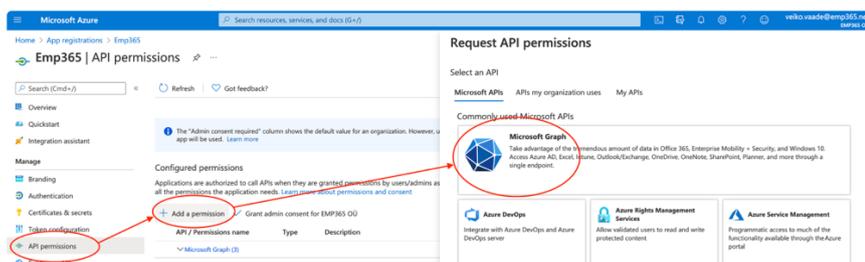
5. Go to App registrations in the Azure portal.



6. Choose Emp365 from App registrations



7. Click API Permissions -> Add a permission -> Microsoft Graph



- Choose Application permissions , then insert letters G and r to find textarea, choose Group.Read.All permission and finally click to Add permissions button

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.

Select permissions [expand all](#)

Permission	Admin consent required
> AgreementAcceptance	
> Agreement	
> Calls	
> DelegatedPermissionGrant	
<input checked="" type="checkbox"/> Group (1)	
<input type="checkbox"/> Group.Create <small>○</small> Create groups	Yes
<input checked="" type="checkbox"/> Group.Read.All <small>○</small> Read all groups	Yes
<input type="checkbox"/> Group.ReadWrite.All <small>○</small> Read and write all groups	Yes

- Go to Enterprise Applications

Microsoft Azure Search resources, services, and docs (G+)

Azure services

- Create a resource
- Enterprise applications**
- App registrations
- Azure Active Directory
- Users
- Storage accounts
- App Services
- SQL databases
- SQL servers
- More services

Recent resources

Name	Type	Last Viewed
emp365backendtest	App Service	a day ago
emp365backend	App Service	a day ago
emp365_db (emp365server/emp365_db)	SQL database	6 days ago
emp365dbbackup	Storage account	6 days ago
emp365app_sponsorship	Resource group	6 days ago

- Choose Emp365

[Home](#) > [Enterprise applications](#)

Enterprise applications | All applications ⋮

EMP365 OU - Azure Active Directory

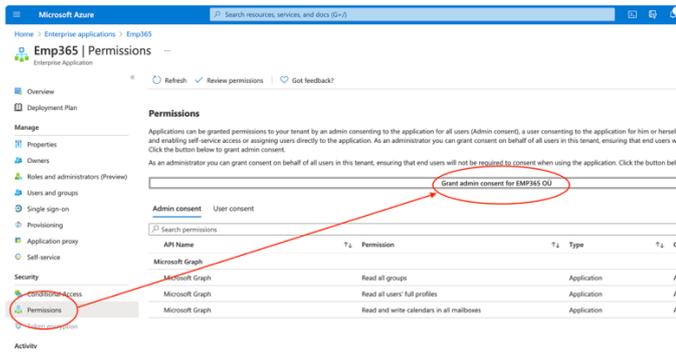
Try out the new Enterprise Apps search preview! Click to enable the preview. →

Application type:
 Applications status:
 Application visibility:

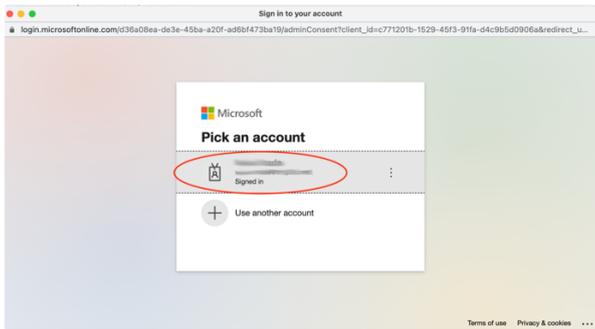
First 50 shown, to search all of your applications, enter a display name or the application ID.

Name	Homepage URL
Apple Internet Accounts	
Appy Pie Connect	https://www.appypie.com/connect
Azure DevOps	http://azure.com/devops
CollabDBService	
Common Data Service	http://www.microsoft.com/dynamics/crm
Emp365	

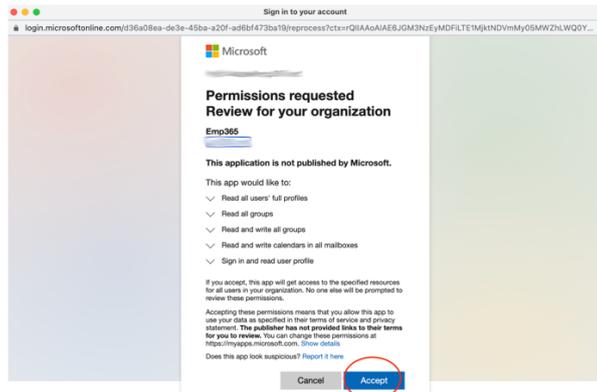
11. Click to Permissions and then to Grant admin consent to EMP365 OÜ



12. Choose your user when asked



13. Click Accept to accept the permissions request



15 minutes after the settings change by Emp365 administrator the employee list will be renewed.