Step 1 - Installing EMP365

A step-by-step guide

EMP365 is a cloud-based Growth Engine \checkmark 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 \rightarrow App registrations \rightarrow New Registration

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≡ Microsoft	Azure 🔎 Se	earch resources, serv	vices, and docs (G	+/)				
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Create a resource	Azure Active Directory	SQL databases	App Services	Users				
	2.5	(5)	+	(\rightarrow)				
Storage accounts	Storage explorer	Cost Management	Subscriptions	More services				
		Click	on "More ser	vices"				



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.



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

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



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 \checkmark

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 textarea "User.Read" and choose "User.Read.All".

	Microsoft Azure			🗵 💀 🖓 🎯 ? 🙄 veiko.vaade@amandus.ee 🎱
Hor	me > App registrations > emp365		Request API permissions	×
-9	emp365 API permis	sions 🖈		
٩	Search (Cmd+/) «	🜔 Refresh 🛛 🗇 Got feedback?	Microsoft Graph	
8	Overview	A You are editing permission(s) to your application, users will have to consent even if they've alre	What type of permissions does your application require?	
-	Quickstart		Delegated permissions	Application permissions
*	Integration assistant	Configured permissions	Your application needs to access the API as the signed-in user.	Your application runs as a background service or daemon without a signed-in user.
Mar	nage	Applications are authorized to call APIs when they are granted permissions by users/admins as all the permissions the application needs. Learn more about permissions and consent		
	Branding	+ Add a permission V Grant admin consent for amandus ee	Select permissions	expand all
•	Authentication		V User.Read	×
+	Certificates & secrets	API / Permissions name Type Description	Permission	Admin consent required
10	Token configuration	No permissions added		
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24	App roles Preview	These permissions have been granted for amandus.ee but aren't in the configured permissions them to the configured permissions list. Learn more	User.Read All ①	
4	Owners	API / Permissions name Tune Description	Read all users' full profiles	Yes
2	Roles and administrators Preview	V Microsoft Grank (1)	User.ReadWrite.All Band and write all users if ill applies	Yes
11	Manifest	- more extent en effer (1)	neau anu write ai users' fuil profiles	

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.

Home > Enterprise applications > emp3 emp365 Permission Enterprise Application	65 IS									×
« Properties	🖒 Refresh 🗸 Review per	nissions 🛛 🛇 Got feedback?								
A Owners	Refresh the page to get the	e latest permissions consented for the appli-	cation.							
2. Roles and administrators (Preview)										
Users and groups	Permissions									
Single sign-on	Applications can be granted pe	missions to usur directory by an admin	ronsenting to the application for	all users (Admin consent), a user cons	anting to the appli	cation for him or l	arself (User consent)	or to admin	integration an an	nlication
Provisioning	and enabling self-service access	or assigning users directly to the applic	ation. As an administrator you ca	n grant consent on behalf of all users	in this directory, en	suring that end u	sers will not be requir	ed to consent	when using the	,
Application proxy	As an administrator you can gra	int consent on behalf of all users in this i	firectory, ensuring that end uses	will not be required to consent when	using the applicati	on. Click the butto	in below to grant adr	nin consent.		
Self-service										
Security			Gr	int admin consent for amandus.ee						
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Permissions	P Search permissions									
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🕍 Usage & insights (Preview)										
Audit logs										
Provisioning logs (Preview)										
E Access reviews	Permission Details									^

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



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



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



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

	ervices, and docs (G+/)					۵.	G ⊖ ⊚
Azure services + Create a resource Azure Active Directory	Users Storage accounts	App registrations	Enterprise applications	C App Services	SQL databases	SQL servers	\rightarrow More services
Recent resources							
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S emp365backendtest		App Ser	vice			a day ago	
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emp365_db (emptestserver/emp365	db)	SQL data	abase			6 days ago	
emp365dbbackup		Storage	account			6 days ago	
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S emp365app		App Sen	rice			3 months ago	

2. Choose Groups from Azure Active Directory

Navigate

Microsoft Azure		ices, and docs (G+/)	
Home > EMP365 OÜ Overv Azure Active Directory	iew		
Overview Getting started Preview hub	Switch tenant Delete tenant + Cr Azure Active Directory can help you enable m	reate a tenant 🖉 What's new 🛛 🖶 Preview	v features SGot feedback?
X Diagnose and solve problems Manage	EMP365 OÜ		
L Users	Search your tenant		
Groups	Tenant information	💝 Azure AD Connect	
External Identities Roles and administrators	Your role Global administrator and 7 other roles More info	Status Not enabled	
Administrative units	License	Last sync	
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App registrations	d36a08ea-de3e-45ba-a20f-ad6b 🗈		
Identity Governance	Primary domain emp365.net		
Application proxy			
Licenses	Sign-ins		
 Azure AD Connect Custom domain names 	12		

3. Choose New Group

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		sources, services, and docs (G+/)	
Home > EMP365 OÜ >			
Groups All groups EMP365 OÜ - Azure Active Directory «		roups 🗐 Delete 🚺 Refresh =	\Xi Columns 🛛 🐼 Preview fea
All groups			
Deleted groups	This page includes previews available	illable for your evaluation. View previews →	>
✗ Diagnose and solve problems	Search groups	+ _♥ Add filters	
Settings	Name	Object Id	Group Type
🐯 General	All Company	6e45a074-8426-4fe0-8bdf-d08	61ea Microsoft 365
🐯 Expiration	Arendus	a49b826e-4dc8-4252-a1f2-2ac	4587 Microsoft 365
Sõ Naming policy	_		

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.

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Azure servic	es			\frown						
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6. Choose Emp365 from App registrations

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App registr	rations 🖈 …	
+ New registratio	n 🌐 Endpoints 🧷 1	roubleshooting 🞍 Download 🐻 Preview features 🛇 Got feedback?
1 Try out the ne	w App registrations search p	review! Click to enable the preview. $ ightarrow$
Starting June to Microsoft A	30th, 2020 we will no longer authentication Library (MSAL	add any new features to Azure Active Directory Authentication Library (ADAL) and Azure AD Graph. We will continue to pro and Microsoft Graph. Learn more
All applications	Owned applications	Deleted applications (Preview)
🔎 Start typing a	name or Application ID to	filter these results
Display name		
EM Emp365)	

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

Microsoft Azure	,P Search resources, services, and docs (G+/)		S 🔓 O 🕬	? C veiko.vaade@emp365.net twrses.ou
Home > App registrations > Emp365	isions 🖈 …	Request API permission	S	\$
Search (Crnd+/) « Overview	🕐 Refresh 🛛 🗢 Got feedback?	Microsoft APIs APIs my organization	uses My APIs	
 Quickstart Integration assistant Manage 	The "Admin consent required" column shows the default value for an organization. However, u app will be used. Learn more Configurated narmitications	Microsoft Graph Take advantage of the tyrn Access Azure AD, Excel, Into	rendous amount of data in Office 365, Enterprise ane, Dutlook/Exchange, OneDrive, OneNote, Shu	Mobility + Security, and Windows 10. rePoint, Planner, and more through a
 Branding Authentication 	Applications are authorized to call APs when they are granted passworthin by users/admins as all the permissions the application needs. Learn passer acout permissions and consent			
Certificates & secrets Token configuration API permissions Community	Add a permission Grant admin consent for DM9865 00 API / Permissions name Type Description Microsoft Graph (2)	Azure DevOps Integrate with Azure DevOps and Azure DevOps server	Azure Rights Management Services Allow validated users to read and write protected content	Azure Service Management Programmatic access to much of the functionality available through the Azure portal

8. 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	Application permissions
Your application needs to access the API as the signed-in user.	Your application runs as a background service or daemon without a signed-in user.
Sefect permissions	expand all
Permission	Admin consent required
> AgreementAcceptance	
> Agreement	
> Calls	
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∽ Group (1)	
Group.Create ① Create groups	Yes
Group.Read.All ① Read all groups	Yes
Group Read Write All () Read and write all onounc	Yes
Add permissions Discard	Yes

9. Go to Enterprise Applications

ire	$\mathcal P$ Search resources, services, and do	cs (G+/)				D.	R 🖓 🛞	? 😳	vei
	Azure services + Create a resource Recent resources	Azure Active Directory	Users Storag account	e App Services	SQL databases	SQL servers	→ More services		
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	😵 emp365backend		App Service			a day ago			
	emp365_db (emptestserver/emp365_db)		SQL database			6 days ago			
	emp365dbbackup		Storage account			6 days ago			
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10. Choose Emp365

	New application	E Columns Preview features	s 🛇 Got feedback?		
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K Diagnose and solve problems	Application type	Applications status	Application visibility		
Manage	Enterprise Applications	Any	✓ Any	\sim	Apply Res
All applications	P First 50 shown, to sea	rch all of your applications, enter a displa	ay name or the application ID.		
Application proxy	Name		Homepage URL		
User settings	AI Apple Internet	Accounts			
ecurity	Appy Pie Conn	ect	https://www.appypie.com/conn	ect	
Conditional Access	Azure DevOps		http://azure.com/devops		
Consent and permissions	CollabDBServic	e			
ctivity	Common Data	Service	http://www.microsoft.com/dyna	amics/crm	
Circo inc	DROPBOX				
> sign-ins	Emp365				

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

Microsoft Azure	∠ Search resource	s, services, and docs (G+/)						P
Home > Enterprise applications >	Emp365							_
Emp365 Permise	sions							
	« D Refresh ✓ Review permissions	Got feedback?						
Overview								
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Manage	Applications can be granted permissions t	o your tenant by an admin consenting to the applic	ation for all users (Admin consent), a	user consent	ing to the applicat	tion for his	m or her	self (1
Properties	and enabling self-service access or assigning users directly to the application. As an administrator you can grant consent on behalf of all users in this tenant, ensuring that end users will Click the button below to grant admin consent.							
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Application proxy	API Name	↑↓ Permission		τĻ	Туре		74	Gra
Self-service	Microsoft Graph							
Security	Microsoft Graph	Read all groups			Application			Adi
Conditional Access	Microsoft Graph	Read all users' full p	rofiles		Application			Adi
Rermissions	Microsoft Graph	Read and write cale	ndars in all mailboxes		Application			Adi

12. Choose your user when asked

	Sign in to your account
login.microsoftonline.com	36a08ea-de3e-45ba-a20f-ad6bf473ba19/adminConsent?client_id=c771201b-1529-45f3-91fa-d4c9b5d0906a&redirect_u
	Managh
	MICTOSOTC
	Pick an account
	H .
	Signed in :
	+ Use another account
	Terms of use Privacy & cookies

13. Click Accept to accept the permissions request

• • •	Sign in to your account	
i login.microsoftonline.com/d36a08ea-de3	-45ba-a20f-ad6bf473ba19/reprocess?ctx=rQlIAAoAIAE6JGM3Nz	EyMDFiLTE1MjktNDVmMy05MWZhLWQ0Y
	Microsoft	
	Permissions requested Review for your organization	
	Emp365	
	This application is not published by Microsoft.	
	This app would like to:	
	V Read all users' full profiles	
	V Read all groups	
	V Read and write all groups	
	Read and write calendars in all maliboxes	
	Sign in and read user profile	
	If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.	
	Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has net provided links to their terms for you to review. You can change these permissions at https://wapps.microsoft.com. Show details	
	Does this app look suspicious? Report it here Cancel Accept	

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