

**OUTLOOK ADD-IN FOR EMPLOYEE ONBOARDING & OFFBOARDING (SHAREPOINT ADD-IN)**



**Enterprise version**

**User Guide**

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**Version 1.0.0.5**

### Notice

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## Add-in Authentication Guide

Please follow the steps below to give permission to Outlook add-in to access data from Employee Onboarding:

1. Open [Site Collection URL]/\_layouts/15/AppRegNew.aspx
2. Enter the following details in the fields:
  - **Client ID:** ddf62dc5-95b0-4a91-984f-7e1ae3f9942f
  - **Client Secret:** 7aatSztgDBURsVKdMx7Gnfwo7SphiCwJRydJw3LyIBA=
  - **Title:** EOB My Tasks
  - **Domain:** eobmytasks.azurewebsites.net
  - **Redirect URL:** <https://eobmytasks.azurewebsites.net/>



The screenshot shows the 'App Registration Wizard' form with the following fields and values:

- Client Id:** ddf62dc5-95b0-4a91-984f-7e1ae3f9942f (Step 1)
- Client Secret:** 7aatSztgDBURsVKdMx7Gnfwo7SphiC (Step 2)
- Title:** Eob My Tasks (Step 3)
- App Domain:** eobmytasks.azurewebsites.net (Step 4)
- Redirect URI:** https://eobmytasks.azurewebsites.net/ (Step 5)

Buttons: 'Generate' for Client Id and Client Secret, 'Create' and 'Cancel' for the top section (Step 6), and 'Create' and 'Cancel' for the bottom section.

Once user fill all the details and click on create button then he/she will be redirected to the second page where a success message with ok button will be displayed like below:

```
The app identifier has been successfully created.
Client Id:      ddf62dc5-95b0-4a91-984f-7e1ae3f9942f
Client Secret: 7aatSztgDBURsVKdMx7Gnfwo7SphiCwJRydJw3LyIBA=
Title:         EOB MY Task
App Domain:    eobmytasks.azurewebsites.net
Redirect URI:   https://eobmytasks.azurewebsites.net/
```

3. Give Access:

Open URL and give the access

[Site Collection URL]/\_layouts/15/appinv.aspx

App Id:

Title:

App Domain:  
  
Example: "www.contoso.com"

Redirect URL:  
  
Example: "https://www.contoso.com/default.aspx"

Permission Request XML:

4. Enter the Client ID as mentioned in point 2.
5. Click on the lookup button to view all the fields. These fields are automatically filled but the user will have to fill these details once again as mentioned above.
6. Add following XML in Permission request xml field.  

```
<AppPermissionRequests AllowAppOnlyPolicy="true">  
  <AppPermissionRequest Scope="http://sharepoint/content/sitecollection"  
    Right="Manage" />  
</AppPermissionRequests>
```
7. Click on Create button

App Id:

Title:

App Domain:   
Example: "www.contoso.com"

Redirect URL:   
Example: "https://www.contoso.com/default.aspx"

Permission Request XML:

8. Click on trust button

## Do you trust EOB My Task?

Let it create or delete document libraries and lists in this site collection.

Let it share its permissions with other users.

Let it access basic information about the users of this site.



EOB My Task

Trust It

Cancel