

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



Enterprise version

User Guide

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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:** fa045703-8130-410a-b490-c3d69967f413
 - **Client Secret:** NqL2FRun2OCeT48Jj26og+UEk6hV/d1E5KqZNdf03Vo=
 - **Title:** EOB My Tasks
 - **Domain:** eoboutlook.azurewebsites.net
 - **Redirect URL:** <https://eoboutlook.azurewebsites.net/SharePointHelper.aspx>

Client Id:	<input type="text" value="fa045703-8130-410a-b490-c3d69967f"/>	<input type="button" value="Generate"/>	<input type="button" value="Create"/>	<input type="button" value="Cancel"/>
Client Secret:	<input type="text" value="NqL2FRun2OCeT48Jj26og+UEk6hV/d"/>	<input type="button" value="Generate"/>		
Title:	<input type="text" value="EOB My tasks"/>			
App Domain:	<input type="text" value="eoboutlook.azurewebsites.net"/> Example: "www.contoso.com"			
Redirect URI:	<input type="text" value="https://eoboutlook.azurewebsites.net"/> Example: "https://www.contoso.com/default.aspx"		<input type="button" value="Create"/>	<input type="button" value="Cancel"/>

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:    fa045703-8130-410a-b490-c3d69967f413
Client Secret: NqL2FRun2OCeT48Jj26og+UEk6hV/d1E5KqZNdf03Vo=
Title:      EOB Mytask
App Domain: eoboutlook.azurewebsites.net
Redirect URI: https://eoboutlook.azurewebsites.net/SharePointHelper.aspx
```

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

Create Cancel

App Id and Title
The app's identity and its title.

App Id: (1) (2)

Title:

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

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

App's Permission Request XML
The permission required by the app.

Permission Request XML: (3)

(4)
Create Cancel

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