Install Guide

Repstor Mobile

1.0
Software Version 1.0

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1 Installation

1.1 Document Overview

This document contains information regarding installing Repstor Mobile as an Outlook add-in for your organization. You can then (push) make the Repstor Mobile add-in available for individual users of your organization.

**Note** In the rest of this document:

- 'you' will mean IT administrator of the client.
- 'your users' or 'users' will mean individual users of your (client) organization.

**Caution** Mobile devices of individual users must have Android 5.1 (or higher) or iOS 10.3.3.3 (or higher) to access Repstor mobile as an Outlook add-in.

1.2 Permissions and Prerequisites

To make Repstor Mobile available as an outlook add-in for your users, Repstor Web Services must first be able to make Office 365 requests on behalf of your users. To do this you must grant consent for Repstor web applications to make requests to your Azure Active Directory (AAD).

The Repstor Azure Active Directory App is registered with Delegated permissions only. This means that Repstor can only make requests on behalf of your users, and therefore have the same permissions as your users.

**To Grant Consent to the Repstor Mobile AAD App**

1. In the following URL, replace the “<tenant_id>” with your Azure tenant id and browse to the URL.

   https://assist.repstor.com/AzureActiveDirectory/AppAdminConsent?appName=sharepoint&tenantId=<tenant_id>

   The Permissions requested Accept for your organization dialog appears.

   The Permissions requested Accept for your organization dialog for SharePoint users.
The Permissions requested Accept for your organization dialog for Box users.

2. Click **Accept**.

The Repstor Mobile AAD App now has the listed permissions on behalf of any user that authenticates with Repstor Mobile.
To Find Your Azure Tenant id

1. Open your web browser in incognito mode. [Click here](https://login.microsoftonline.com) to learn more.

2. Browse to your SharePoint online site. For example, [https://repstor.sharepoint.com](https://repstor.sharepoint.com) (this redirects you to the Microsoft login page)

3. In your browser’s Address bar, you can see your Azure tenant id appear in the URL after [https://login.microsoftonline.com](https://login.microsoftonline.com)

   For example, if the URL in the address bar is

   ```
   https://login.microsoftonline.com/4184f669-16bc-4341-acb5-293df7d28643/oauth2/authorize?client_id=00000003-0000-0ff1-ce00-000000000000&response_mode=form_post&response_type=code%20id_token&resource=00000003-0000-0ff1-ce00-000000000000&scope=openid&nonce=8E9ED5B05AD629FE4891E7F600B4B18A108CDF9A6947-69CD48D72323A9995119B6DE96A6B81A6187EF3019364CE8536E897567B7D67&redirect_uri=https%3A%2F%2Frepstor.sharepoint.com%2F_forms%2Fdefault.aspx&wsucxt=1&cobrandid=11bd8083-87e0-41b5-bb78-0bc43c8a8e8a&client-request-id=edd7a69e-30c1-7000-d856-34158b3c3df7
   ```

   Then 4184f669-16bc-4341-acb5-293df7d28643 is the Azure tenant id

1.2.1 SharePoint Permissions

When a user files to a SharePoint location (Document library or folder), the user’s office 365 account must have write-permissions to that location. This important because Repstor Mobile uploads files to the SharePoint using the user’s account.

1.2.2 Box Permissions

When a user files to a Box folder, the user’s office 365 account must have write-permissions to that location. This important because Repstor Mobile uploads files to box using the user’s account.

1.3 Manifest

Repstor Ltd will provide you the repstor-mobile-manifest.xml file through email. This is the add-in manifest file you require to install Repstor Mobile.

1.4 Installing Repstor Mobile using Exchange admin Center

**Note** For on-premises installations, all Exchange 2016 servers must be upgraded to CU3 or later.

1. In the Exchange admin center (EAC), select **Organization>Add ins**.

2. Click **New +** and then click **Add from file**.

3. Click **Browse** and navigate to the location where you saved the repstor-mobile-manifest.xml file

4. Click **Save**.
5. Click and specify the user defaults.

- To make the Repstor Mobile available under My Add-ins for the user and not permit removal, click Mandatory, always enabled.
- To make the Repstor Mobile available under My Add-ins for the user and permit removal, click Optional, enabled by default.
- To make the Repstor Mobile available under Admin- Managed add-ins and permit user to add it in, click Optional, disabled by default.

6. Click Save.

### 1.5 Installing Repstor Mobile using Microsoft 365 admin center

1. In the Microsoft 365 admin center, select Settings>Services & add ins.
2. Click Deploy Add-In.
3. Click **Browse** and navigate to the location where you saved the repstor-mobile-manifest.xml file.

4. Click **Next**.

The Specify who has access window appears, where you can make Repstor Mobile available to yourself, specific users or groups or for everyone in the organization.

5. Click **(View Options)**.

6. In the **Edit deployment method** area, click one of the following:
To make the Repstor Mobile available under My Add-ins for the user and not permit removal, click Fixed.

To make the Repstor Mobile available under My Add-ins for the user and permit removal, click Available.

To make the Repstor Mobile available under Admin-Managed add-ins and permit user to add it in, click Available.

7. Click Deploy now.

8. Repstor Mobile will be available to the assigned users within 12 hours.

1.6 Accessing Repstor Mobile

Caution Mobile devices of individual users must have Android 5.1 (or higher) or iOS 10.3.3.3 (or higher) to access Repstor mobile as an Outlook add-in.

Caution The IT administrator can make Repstor Mobile a mandatory add-in, in which case individual users will see in their email messages. However, users of the new Outlook must complete the relevant procedure.

To access the Repstor Mobile add-in as a user

Note To access the Repstor Mobile thorough the new Outlook, see the next procedure.

1. Go to https://outlook.office.com/owa/

2. Click

   The Settings dialog appears.

3. Click Manage add-ins.
4. In the **Add-Ins** tab, click **Admin-managed**.

![Add-Ins Tab](image)

5. In the **Repstor Mobile** add-in, click **Add**.

6. Open any email in outlook Office 365

   You can see the Repstor Mobile icon in the top right of the email.

   ![Email with Repstor Mobile Icon](image)

**To access the Repstor Mobile add-in as a user (The new Outlook)**

1. Go to https://outlook.office.com/owa/

2. Click ![Settings](image) and then click ![View all Outlook settings](image)

   The Settings dialog appears.

3. Click **Customise actions**.

4. In the **Toolbar** or **Message surface** area or both, click **Get Add-ins** check box.
5. Click **Save**. The Get-Add-in icon appears in the toolbar, email message or both.

6. Open an email message and click **Add**. The Add-Ins for Outlook window appears.

7. Click **Admin-managed**.

8. In the **Repstor Mobile** add-in, click **Add**.

9. Click **View all Outlook settings** and then click **Repstor Mobile**.

10. Click **Customise actions**.

11. In the **Toolbar** or **Message surface** area or both, click **Repstor Mobile** check box. The **Repstor Mobile** in the toolbar, email message or both.
12. Open any email in outlook Office 365

You can see the Repstor Mobile icon in the top right of the email.