eShare M365 App - Admin Installation Guide

This document describes the steps required to install and add the eShare M365 app to your organization's M365 tenant. The application will be available in Teams, SharePoint, Outlook, and the M365 homepage

Install eShare M365 App to Organization's Microsoft Tenant

The procedure described below assumes that the administrator responsible for adding the application is assigned with the **SharePoint Administrator** or **Global Administrator role**.

1. Start by accessing the SharePoint Admin Center (<u>https://yourdomain-admin.sharepoint.com</u>) and go the More features page and click Open under Apps.

	SharePoint admin center		
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ଜ	Home	Access familiar features from the classic SharePoint admin center.	
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	Active sites	Add and remove admins for a user's OneDrive. Help users find what they're looking for Lear	n
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2. While on the **Apps** page, locate and click the **SharePoint Store** button to access MS SharePoint Store:

	Apps	
III III 📶	Manage apps	Manage apps
 ĉ	More features	Upload, enable, and manage apps. To update SharePoint Store apps, go to the <u>classic experience</u> . Learn more about managing apps ① Starting April 2, 2026, SharePoint add-ins will be retired for SharePoint in Microsoft 365 and users will no longer be T Upload
		Apps for SharePoint

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3. From the SharePoint Store page, input *eShare* in the search field and hit enter:



4. When reviewing the returned results, you will see the eShare M365 application listed as *"eShare Trusted Sharing"*. Be careful not to confuse it with the dedicated SharePoint app called *"eShare Trusted Sharing for SharePoint"*. The screenshot below illustrates both applications and indicates which one to select:



5. By clicking on the *"eShare Trusted Sharing"* app you will be redirected to the application's home page. From there, click on the Add to Apps site button to enable the application for SharePoint and Teams sites. When prompted, select *"Enable this app and add it to all sites"*, check the Add to Teams box to make it available to Teams, and then click on Add:

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← Back to SharePoint Store home

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6. Upon clicking the "Add" button from the previous step, a new window will pop up, informing that that application requires permission approval. Click "OK", and then browse back to the SharePoint Admin portal:

App requires permissions approval

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This app was added successfully. However, it requires approval from a SharePoint Administrator to make it available for use. Check with a SharePoint Administrator or your IT support department for more information.



7. Expand the **Advanced** section and select **API access**, from where you can check the API access details and approve the 12 Permissions. Once approved, the app install has been completed.

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Adding eShare M365 User app in Teams for Users

The procedure described below assumes that the administrator responsible for adding the application is assigned with the **Teams Administrator** or **Global Administrator** role.

1. Navigate to the Teams admin center, in the left menu expand **Teams apps** and select **Setup policies**. Find the policy you would like to update and select **Edit**.

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ŵ	Dashboard	App setup policies
2%	Teams \checkmark	App setup policies control how apps are made available to a user with the Teams app. Use the Global (Org-wide default) policy and customize it or create custom policies and assign them to a set of users. Learn more
RR	Users \checkmark	
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	Manage apps •	Default policies Custom policies
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Ţ	Messaging ~	V Name 1 Description Custom policy
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st2	Frontline deploy	

2. In the setup policy of your choosing, find the **Installed apps** section and select **Add apps**. Search for "*eShare*" and select the app, then click **Add** to complete the process of making the app available.

Global (Org-wide def	ault)	Add installed apps
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nned apps ned apps are installed for people as	ssigned to this policy. Select apps to pin to the app bar, messaging extensions, and meeting extensions; then	SPFx + Teams Dev
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3. Next, scroll down to the **Pinned apps** section and select **Add apps**. Search for "*eShare*" and select the app, then click **Add** to complete the process. This will add the app as a default pinned application in the Teams App bar.

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4. Determine where you want the App to be pinned in the App bar and select **Save**. After clicking this, a window will pop up saying the Changes will take time to take effect, acknowledge this by selecting **Confirm**.

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6	 OneDrive 	=		can't be rolled back immediately.						
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5. When users navigate to Teams, they will now see the eShare app pinned in the Teams App bar and can manage, access, and create Trusted Shares from the application page.

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6. If your organization finds a need to specify the users/groups who can utilize the application, this can be achieved through the **Manage Apps** page in Teams. While in **Manage apps** use the search bar to query for *eShare*, then open the application.

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命	Dashboard		Manage apps			
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7. Once the app is opened, select the **Users and Groups** tab, choose **Edit availability**, then specify the users/groups you would like the application to be deployed to, and click **Apply**. Your app will be available to the users you have specified in the App deployment, please be aware that Teams may take a few hours to propagate the change.

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