

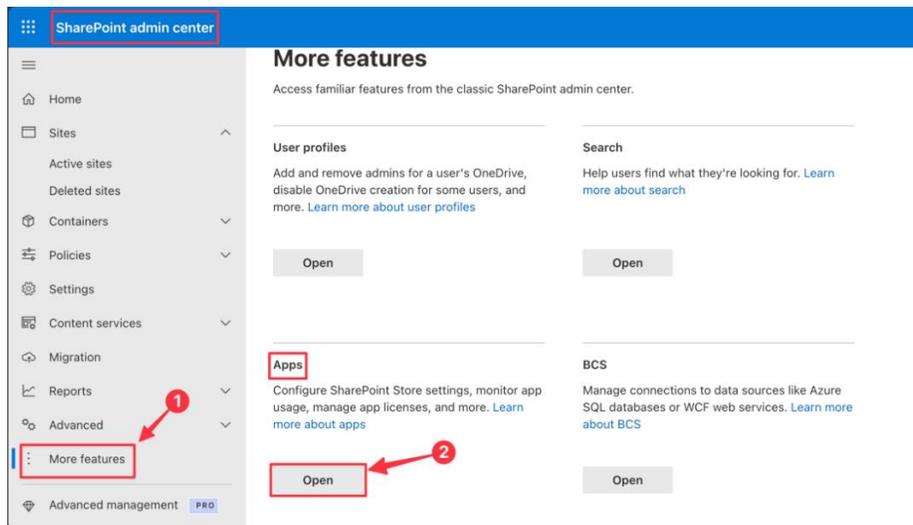
## eShare M365 App - Admin Installation Guide

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

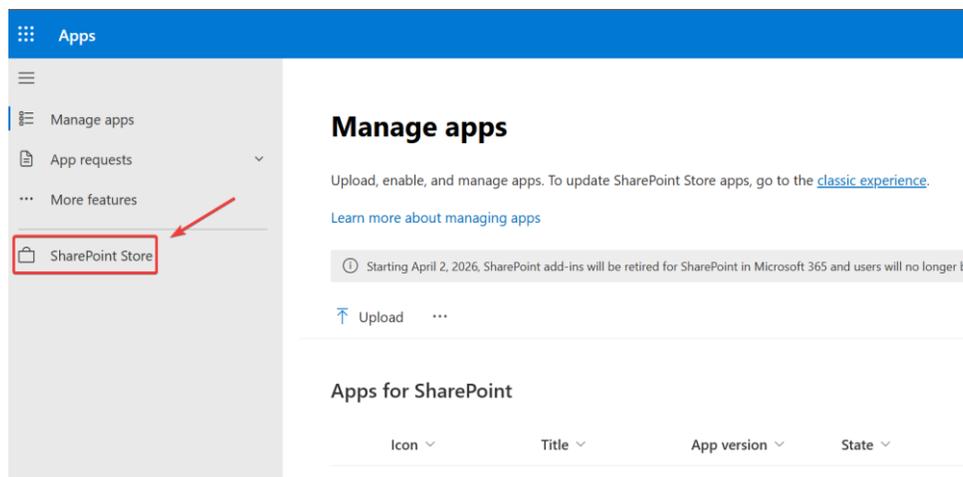
### Install eShare M365 App to Organization's Microsoft Tenant

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** (<https://yourdomain-admin.sharepoint.com>) and go the **More features** page and click **Open** under **Apps**.



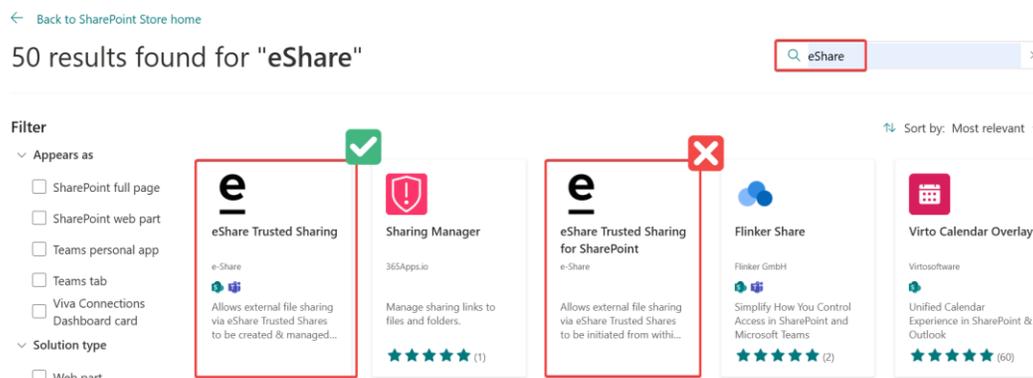
2. While on the **Apps** page, locate and click the **SharePoint Store** button to access MS SharePoint Store:



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

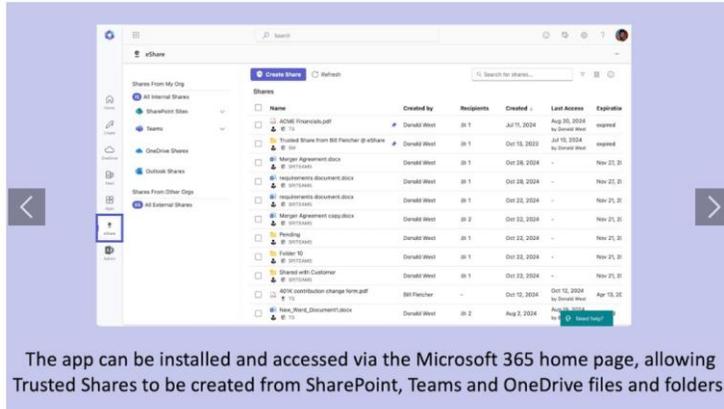


- When reviewing the returned results, you will see the eShare M365 application listed as **"eShare Trusted Sharing"**. Be careful not to confuse it with the dedicated SharePoint app called **"eShare Trusted Sharing for SharePoint"**. The screenshot below illustrates both applications and indicates which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



- 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**:

← Back to SharePoint Store home



**eShare Trusted Sharing**  
Provided by: e-Share  
☆☆☆☆ (0 Ratings)  
**Add to Apps site**

The app can be installed and accessed via the Microsoft 365 home page, allowing Trusted Shares to be created from SharePoint, Teams and OneDrive files and folders.

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### Confirm data access

**eShare Trusted Sharing**

The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:

- SharePoint

API access that must be approved after you enable this app

- Microsoft Graph, Team.ReadBasic.All
- Microsoft Graph, TeamsTab.Read.All
- Microsoft Graph, Sites.Read.All
- Microsoft Graph, Channel.ReadBasic.All
- Microsoft Graph, ChannelMessage.Send
- Microsoft Graph, Files.Read.All
- Microsoft Graph, Files.Read.Selected
- Microsoft Graph, GroupMember.Read.All
- Microsoft Graph, openid
- Microsoft Graph, profile
- Microsoft Graph, User.Read
- Microsoft Graph, AppCatalog.Read.All

App availability

Only enable this app  
Selecting this option makes the app available for site owners to add from the My apps page. [Learn how to add an app to a site](#)

**Enable this app and add it to all sites**  
Selecting this option adds the app automatically so site owners don't need to.

**Add to Teams**  
This app can be added to Teams. You can add it now as you enable the app or anytime later.

**3** **Add** Cancel

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



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.



- 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.

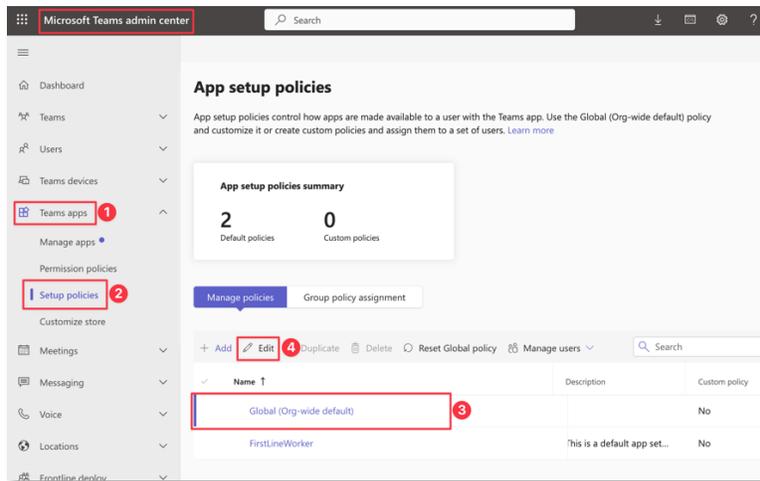
The screenshot shows the SharePoint admin center interface. The left-hand navigation pane is expanded to the 'Advanced' section, with 'API access' selected. The main content area displays the 'API access' page, which includes a table of pending requests. The table has columns for 'API name', 'Package', 'Permission', and 'Last requested'. There are 12 pending requests listed, all from 'Microsoft Graph' and 'eShare Trusted Sharing'. A red circle with the number '1' is placed next to the 'Advanced' section in the navigation pane, and a red circle with the number '2' is placed next to the 'API access' link. A red circle with the number '3' is placed next to the 'Approve' button at the top of the table.

API name	Package	Permission	Last requested
Microsoft Graph	eShare Trusted Sharing	TeamsTab.Read.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	Sites.Read.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	Channel.ReadBasic.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	ChannelMessage.Send	12/3/2024
Microsoft Graph	eShare Trusted Sharing	Files.Read.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	Files.Read.Selected	12/3/2024
Microsoft Graph	eShare Trusted Sharing	GroupMember.Read.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	openid	12/3/2024
Microsoft Graph	eShare Trusted Sharing	profile	12/3/2024
Microsoft Graph	eShare Trusted Sharing	AppCatalog.Read.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	Team.ReadBasic.All	12/3/2024
Microsoft Graph	eShare Trusted Sharing	User.Read	12/3/2024

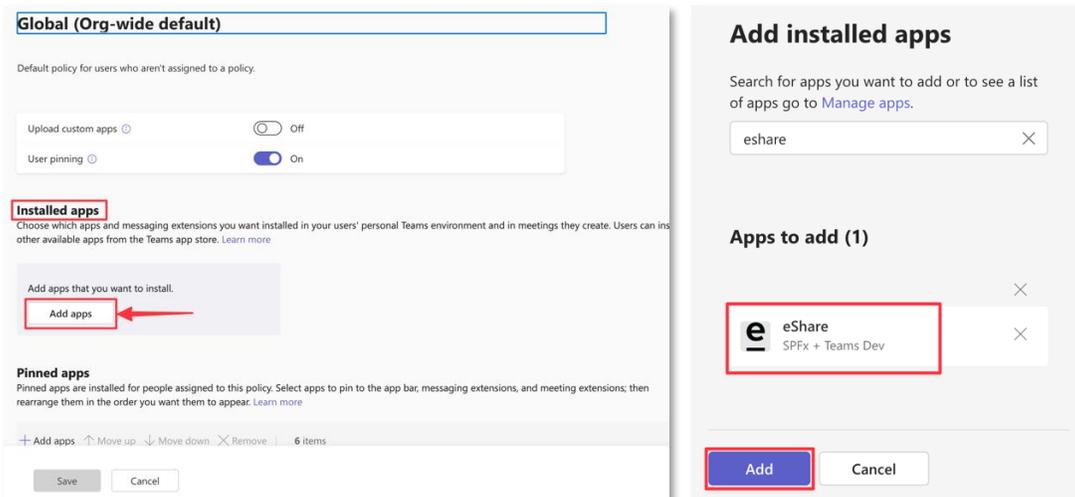
## Adding eShare M365 User app in Teams for Users

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

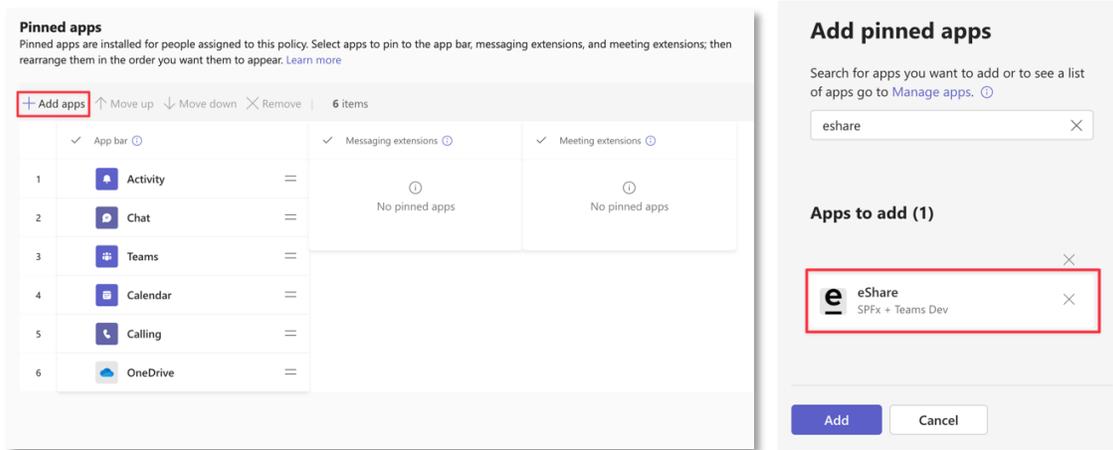
1. Navigate to the Teams admin center, in the left menu expand **Teams apps** and select **Setup policies**. Find the policy you would like to update and select **Edit**.



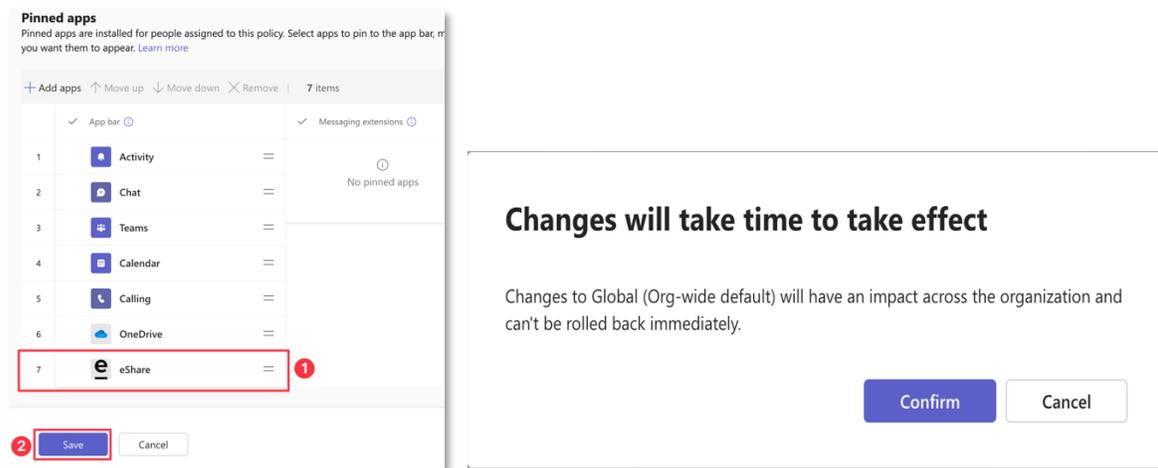
2. In the setup policy of your choosing, find the **Installed apps** section and select **Add apps**. Search for “eShare” and select the app, then click **Add** to complete the process of making the app available.



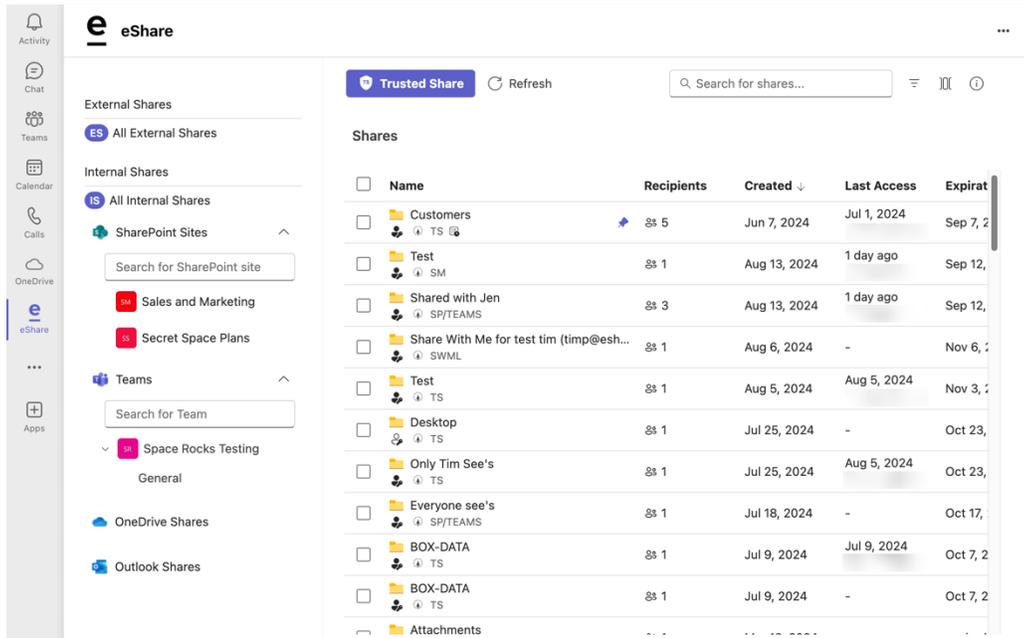
3. Next, scroll down to the **Pinned apps** section and select **Add apps**. Search for “eShare” and select the app, then click **Add** to complete the process. This will add the app as a default pinned application in the Teams App bar.



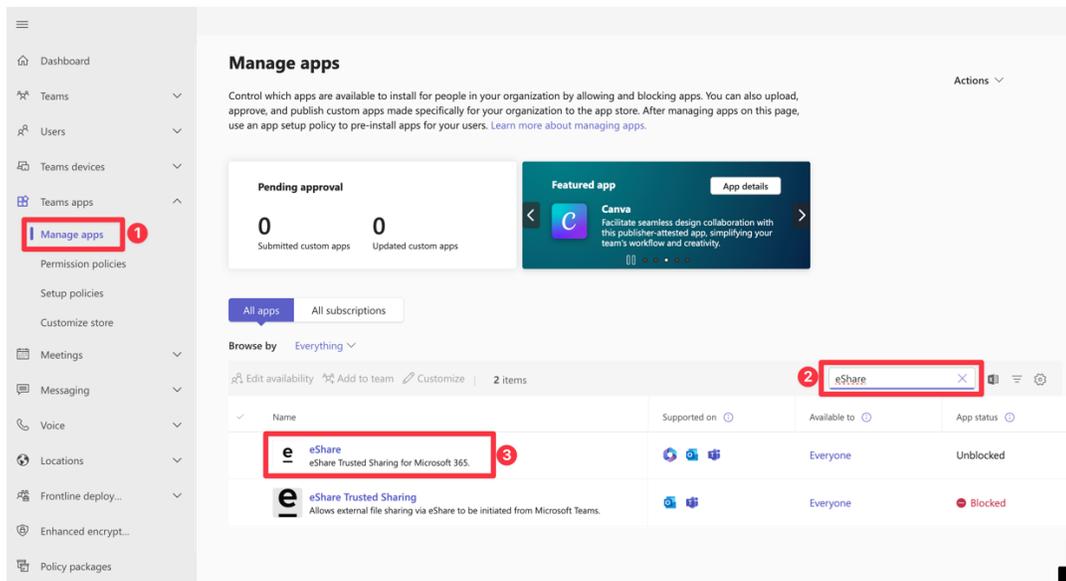
- Determine where you want the App to be pinned in the App bar and select **Save**. After clicking this, a window will pop up saying the Changes will take time to take effect, acknowledge this by selecting **Confirm**.



- 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.



- 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.



- 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.

The screenshot displays the Microsoft Teams 'Manage apps' interface for the eShare application. The main content area shows the app's details, including its name 'eShare', supported platforms (Windows, macOS, iOS, Android), and the published version '1.3.0'. The 'Available to' setting is currently set to 'Everyone'. Below this, there are tabs for 'Users and groups', 'Permissions', 'Plans and pricing', and 'Security and compliance'. The 'Users and groups' tab is selected, and a red box highlights the 'Users and groups' tab label (1) and the 'Edit availability' button (2). A red box also highlights the 'Specific users or groups' option in the 'Edit availability' dialog (3). The dialog box shows the 'Available to' dropdown set to 'Everyone' and the 'Specific users or groups' option selected. At the bottom of the dialog, the 'Apply' button is highlighted with a red box (4). The 'Cancel' button is also visible.