Azure ADFS Setup Guide

To configure SSO to log in to our application, you will need to create a **Non-gallery Enterprise Application** inside your Azure ADFS portal. This is typically performed by someone in IT or InfoSec who has administrative privileges to the Azure ADFS portal.

Once you configure the application in your portal, you will need to return to us the **Federation Metadata XML** so that we can finalize configuration on our end.

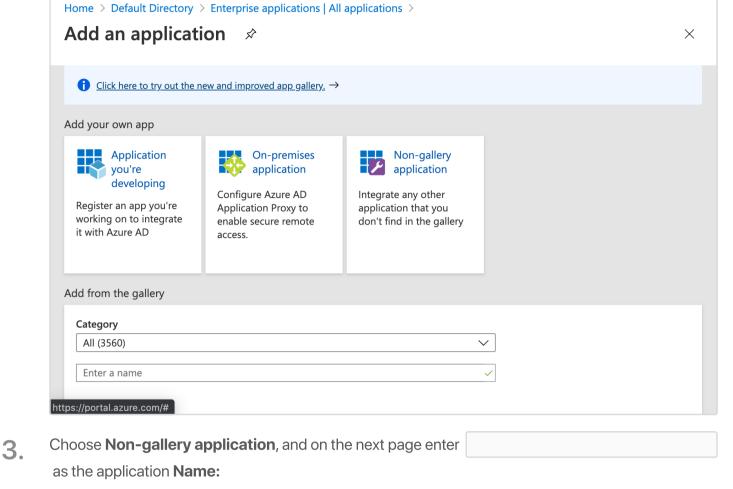
Follow the steps below to create an application with information we've generated for your account, and be sure to return the Federation Metadata XML to us so your team can begin signing in with SSO.

If you run into any trouble, contact us here and we'll get back to you as soon as we can:

Log in to your Azure portal at portal azure.com - you will need an account with at least the Application 1.

Step 1: Create new application

- administrator role, though we recommend that a Global administrator completes this process. Access your Azure Active Directory, and in the left-hand menu click Enterprise Applications. Then 2.
- click + New Application in the top nav. You should land on a page like this: **Microsoft Azure** Search resources, services, and docs (G+/)



Once you decide on a name for your new application, click the "Add" button below and we'll

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walk you through some simple configuration steps to get the application working.

Click the Add button, and you'll be taken to your new application's **Overview** page:

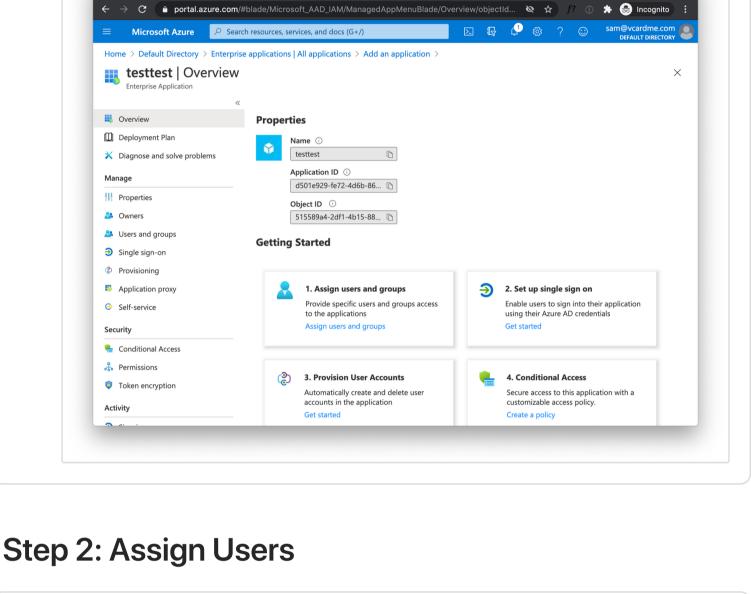
Add your own application

The display name for your new application

★ testtest | Overview - Microsoft × +

Name * (i)

4.



Click + Add User and select your own user account to provide yourself access, and click Assign.

1.

1.

2.

email:

user.objectid

on our end.

Once at least one user account or group is listed under Users and groups, you're ready to move on to the next step - click Overview in the left-nav to go back to your application's overview

confirm that SSO is working for your user account.

Select a single sign-on method

My Apps.

Password-based

Single sign-on is not enabled. The user

won't be able to launch the app from

Password storage and replay using a

web browser extension or mobile app.

From your application's **Overview** page, click <u>1</u>. Assign users and groups

Step 3: Set up SSO

We recommend first adding yourself, completing setup, and then adding more users once you

1. From your application's overview page, click 2. Set up single sign on 2. Choose SAML as the single sign-on method:

Help me decide

Rich and secure authentication to

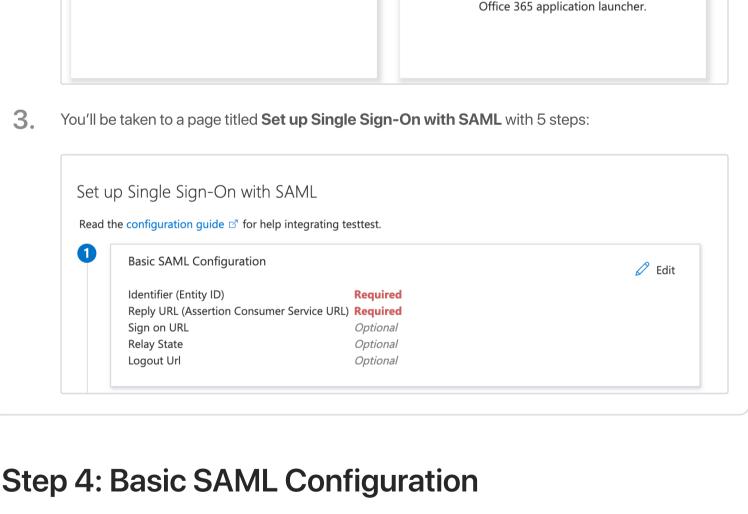
Link to an application in the Azure

Active Directory Access Panel and/or

Linked

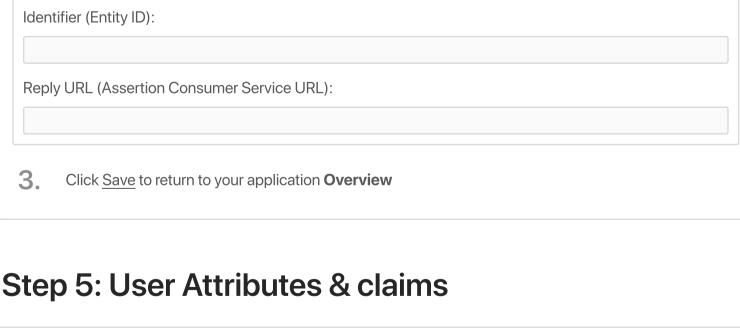
applications using the SAML (Security

Assertion Markup Language) protocol.



2. A form will open - enter the following information into the relevant form fields:

Click Edit in the first card, Basic SAML Configuration



1. Click Edit in the second card, User Attributes & claims

Add the following claims using the + Claim button

- user.mail id:
- 3. Close the attributes page to return to the **Overview Step 6: SAML Signing Certificate**

You've now completed configuration, but you won't be able to sign in until we complete configuration 1.

- 2. In the third card, click the Download link next to **Federation Metadata XML**:
 - SAML Signing Certificate

Edit **Thumbprint** 62FA8C007E73183935774229F9DBC120F5D1A7DD Expiration 8/19/2023, 5:24:17 PM Notification Email sam@vcardme.com App Federation Metadata Url https://login.microsoftonline.com/0af6c610-c40... Certificate (Base64) Download Certificate (Raw) Download Federation Metadata XML Download

This will download an XML file to your computer. Send that back to us so we can finalize 3. configuration on our end.