

Sharepoint Online (O365) Implementation Guide

This guide applies to any Office365 Sharepoint implementations. This guide does not apply to Sharepoint 2010 and Sharepoint 2013 On-Premise implementations. The Recognize Sharepoint app will work with both Classic and Modern Sharepoint experiences. The screenshots below detail Modern Sharepoint experiences, however, the process is identical for Classic experience pages.

Scenarios

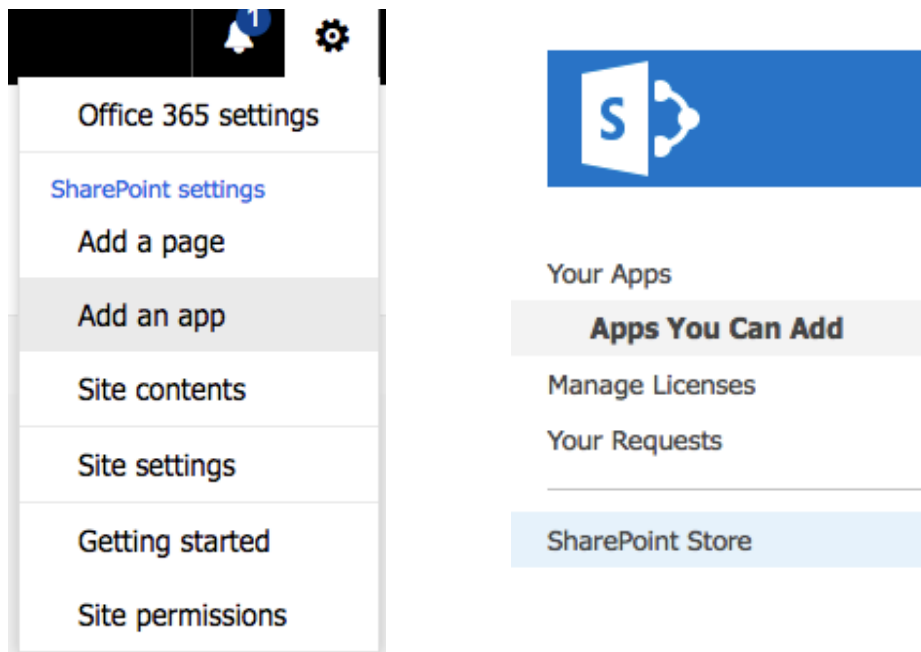
There are two approaches to integrating Recognize with Sharepoint

- OAuth based login
- SAML SSO based login

We recommend SAML SSO because it will lead to a seamless experience with your users. They will automatically be logged in when they visit your intranet. In the OAuth based login case, users will be prompted with a login screen that will take them through an OAuth flow in a new window. Once complete, the page in Sharepoint will automatically refresh to show the desired logged in page. In both cases, if a user account does not yet exist at the time of login, one will be provisioned for them (also known as just-in-time provisioning).

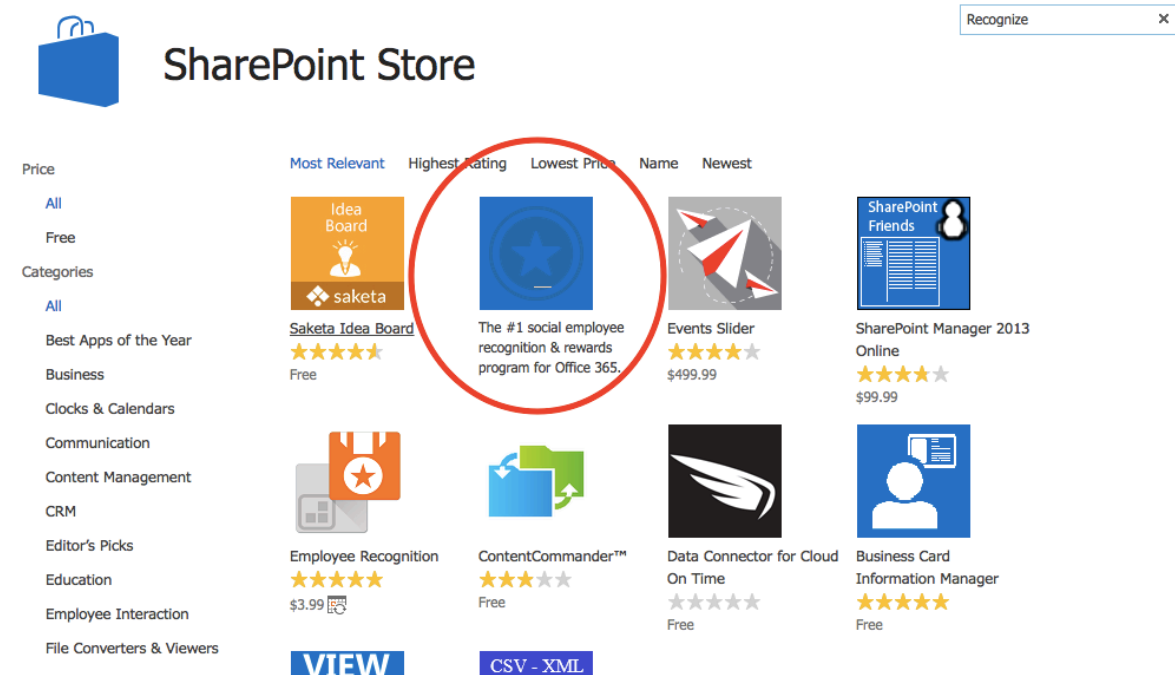
App Installation

1. Install the Recognize Sharepoint app into a site collection by clicking the gear icon and select "Add an app".





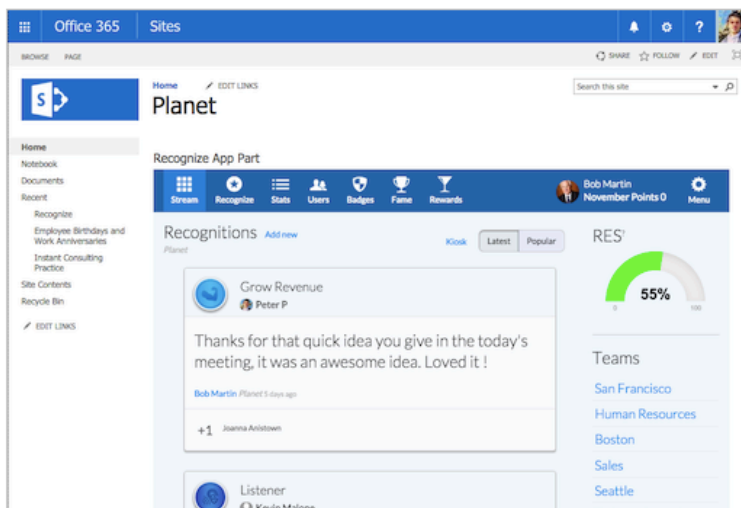
2. Visit the Sharepoint store to install, search for Recognize, and click to install



Recognize - social employee recogniti...

from Recognize

Recogni



Free

ADD IT

By acquiring this app you agree to its [permissions](#).

VERSION 1.0.4.0

RATING ★★★★★ (3)

RELEASE DATE November 2015

CATEGORY Communication, Employee Interaction, Soci

SUPPORT [App Website](#)

MORE ACTIONS ▾

Confirm that you wish to add the app



Recognize - social
employee recognition &
rewards

Licenses: 1
from [Recognize](#)

★★★★★(3)

For your security, before we add your app, we need to confirm that you came from your organization or team SharePoint site. Click Continue to go back to your SharePoint site at https://planetio.sharepoint.com/_layouts/15/storefront.aspx?task=OfficeRedirect and finish installing the app. If you don't recognize this site, please go back to your organization's site and try to add the app again.

Continue

Planet Team Site ▸ Add Apps ▸



You just got this app for
everyone in your organization.

Recognize - social employee recognition & rewards

☒ Add this app to Planet Team Site

You can add this app later on any site you can manage, or return to the [SharePoint Store](#) to get more apps.

Return to site

Do you trust Recognize - social employee recognition ...



Let it access basic information about this site.

Let it access basic information about the users of this site.

[View the Terms & Conditions from Recognize](#)

[View the privacy statement from Recognize](#)

SHOW LANGUAGE OPTIONS




Recognize - social employee
recognition & rewards




Trust It




Cancel

3. You should now see Recognize listed as an app in the Site Contents











Home

 Planet Team Site ☆ Not following

  New 

 Site usage  Site workflows  Site settings



Contents Subsites





 Name	Type	Items	Modified
 Documents	Document library	0	5/14/2017 12:32 PM
 Form Templates	Document library	0	5/15/2017 3:39 PM
 Site Assets	Document library	2	8/28/2017 1:38 PM
 Style Library	Document library	5	5/14/2017 12:31 PM
 MicroFeed	List	2	5/15/2017 3:39 PM
 Recognize	App		 10/25/2017 6:19 PM
 Site Pages	Page library	3	 10/25/2017 6:11 PM

Page Installation

1. Now that the app is installed into your Site Collection, navigate to the page you want to install the Recognize Sharepoint app to and click "Edit" on that page:

Home

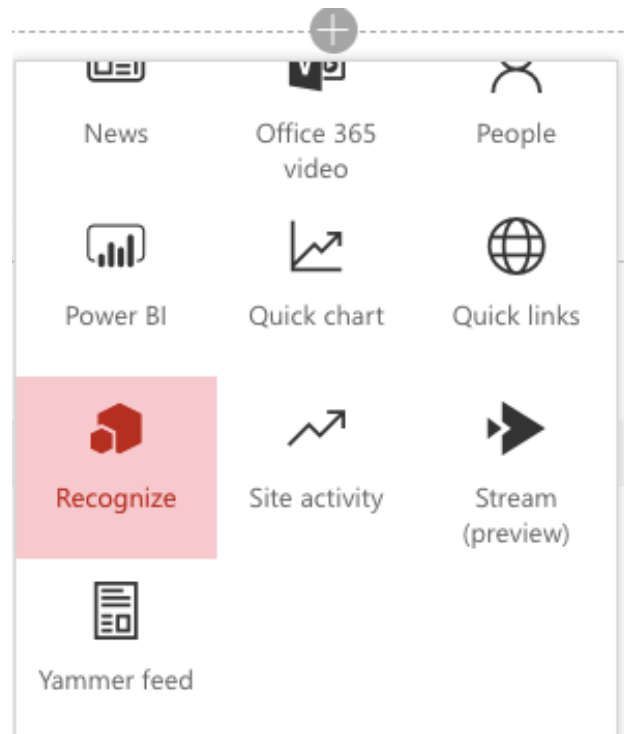
 Planet Team Site ☆ Not following  Share

  Save and close  Discard changes  Publish

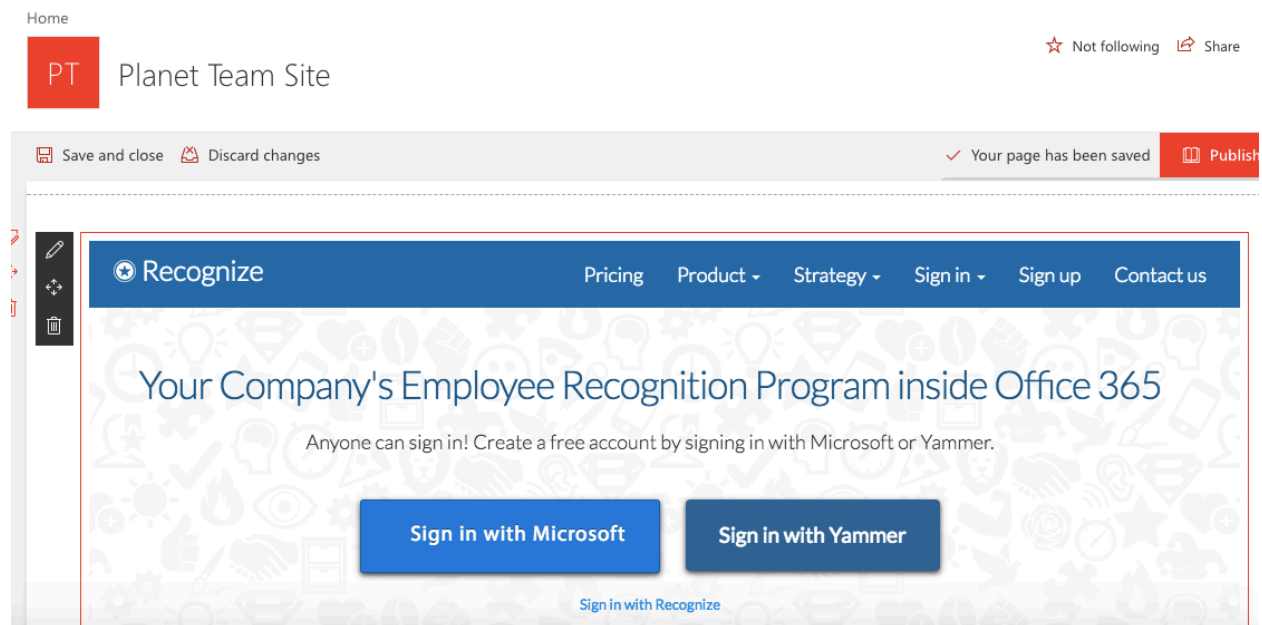
Recognitions



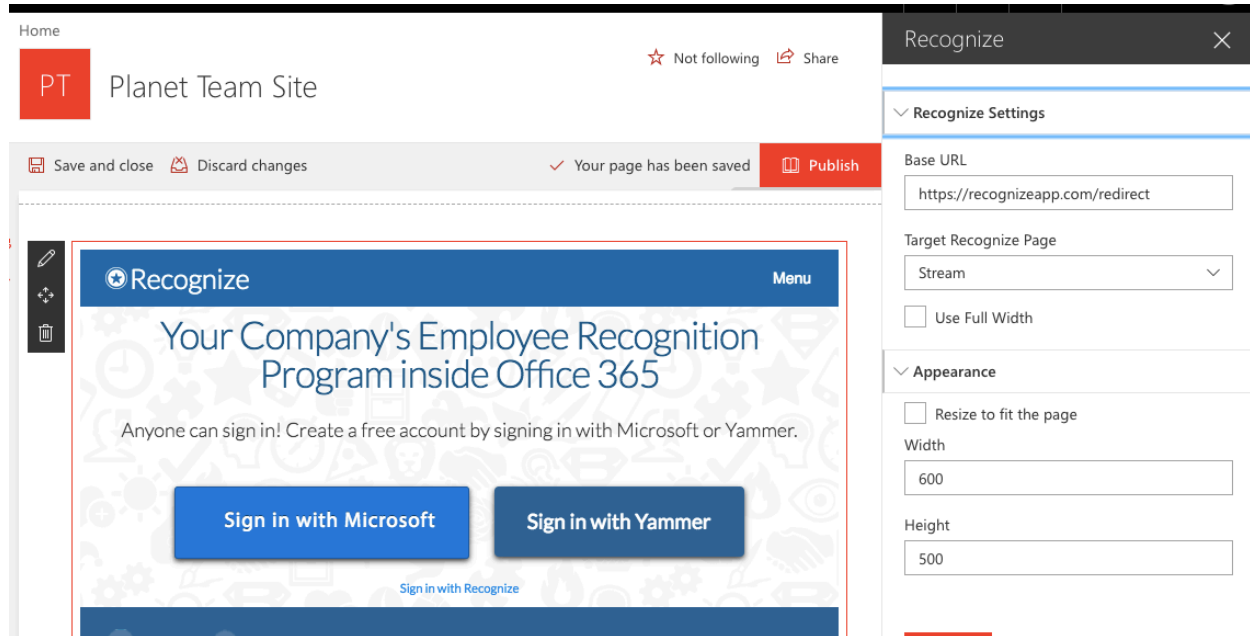
2. Click "+" to add a web page, scroll down and select the "Recognize" app part.



3. This will load the default start page for Recognize. If you are logged out of Recognize in your browser, it will show a page to login. If you are logged in, it will default to the Recognize stream of recognitions. You may immediately log in by clicking "Sign in with Microsoft"



4. In the top left, there is a "pencil" icon, which will allow you to edit the Recognize Sharepoint App part. Clicking it will bring up a side panel of settings.



SSO Configuration

1. SSO configuration simply involves changing the Base URL to your organizations SSO url. Your SSO url will have the form:

<https://recognizeapp.com/<yourdomain>/saml/sso>

Tip: Simply login to recognizeapp.com, and visit the stream page. You will see the value you should use in the url of that page.

Help / Troubleshooting

If you encounter any issues or have any questions installing the Recognize Sharepoint App, please contact us at support@recognizeapp.com