



# Sharepoint 365 Setup Documentation

[Introduction](#)

[Prerequisites](#)

[Alternative installation](#)

[Manual installation](#)

## Introduction

This is a short guide aimed at showing how to configure Microsoft Azure to enable the SimSage Sharepoint 365 crawler.

**i** Sharepoint is an incremental crawler. This means that Sharepoint will only communicate changes with SimSage after it has been crawler the first time. You will need to re-process all files if you change settings like Similarity Calculations.

## Prerequisites

### Alternative installation

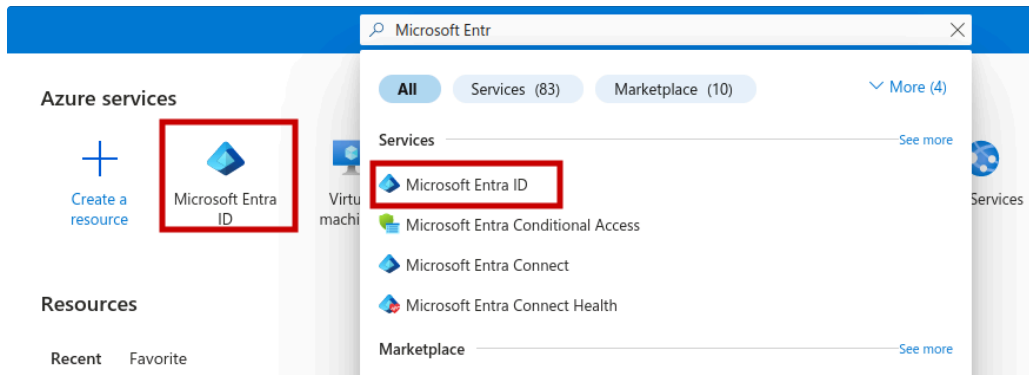
We have a series of Python scripts, including one for Sharepoint, that automate the process shown below. This requires you to be an administrator, and install the azure cli utility on your operating system. Please view our repository at <https://github.com/simsage/azure-create-ap>

**ps** [Connect your Github account](#) (permissions required), or use our SharePoint configuration app [SimSage Azure set up](#)

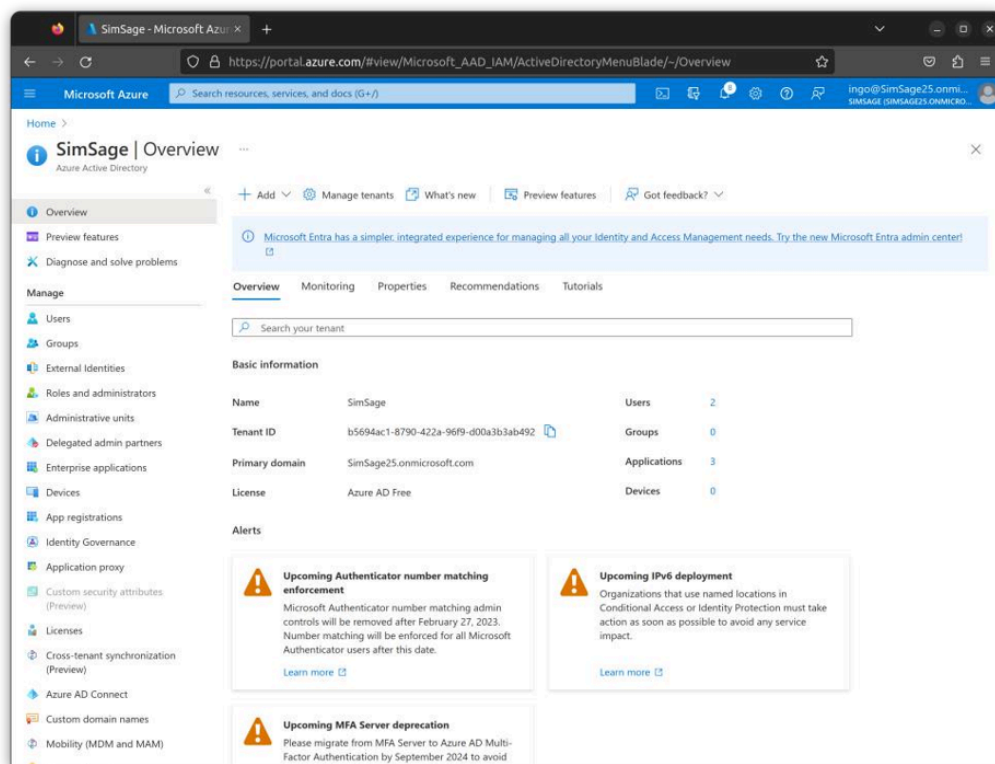
### Manual installation

You need to be an administrator for your Office 365 setup for this to work. Sign-in to

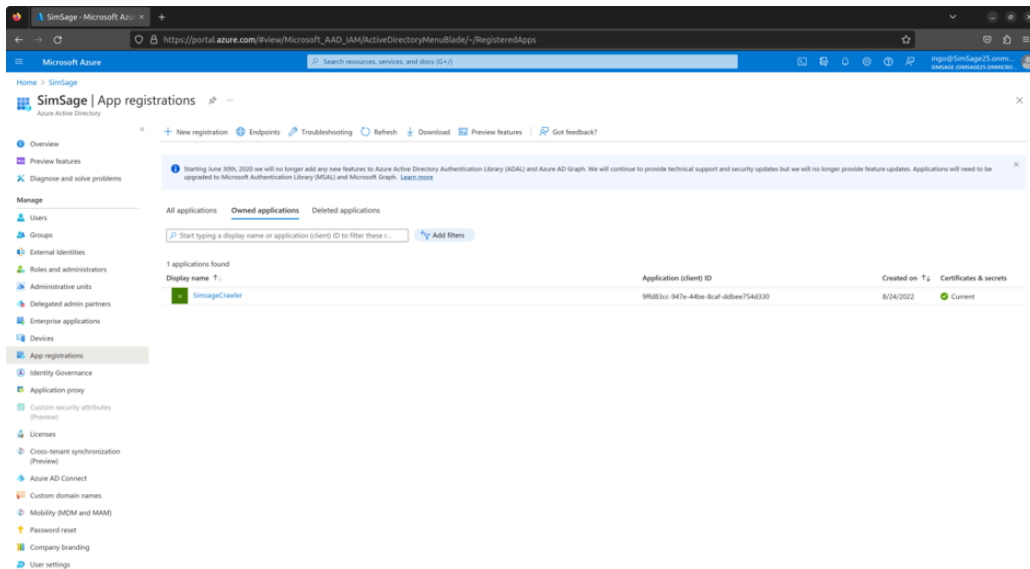
[Microsoft Azure](#) Search for “Microsoft Entra ID” and select it:



Copy the Tenant Id. We will need this later to configure the crawler



Next click on “App registrations” on the left-hand side menu and click on “+ New registration” at the top menu bar of the App registrations screen.



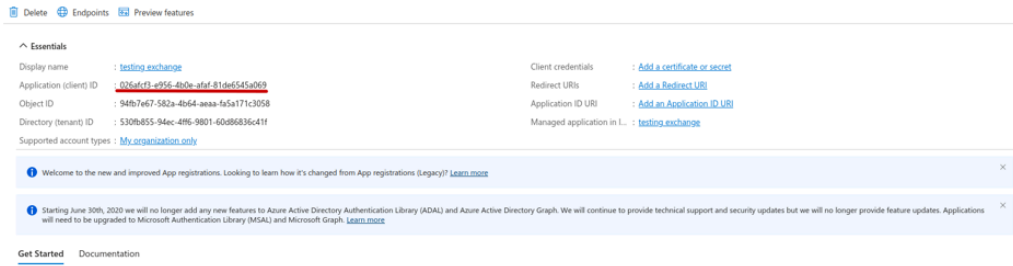
In the Name section, enter a meaningful application name, for example simsage-app. In the Supported account types section, select Accounts in this organizational directory only (<tenant name> only – Single tenant), where <tenant name> is the name of your Azure tenant. Click “Register” button at the bottom to create the application.

 No redirect URL is required here.

The screenshot shows the 'Register an application' form in the Microsoft Azure portal. The form includes the following sections:

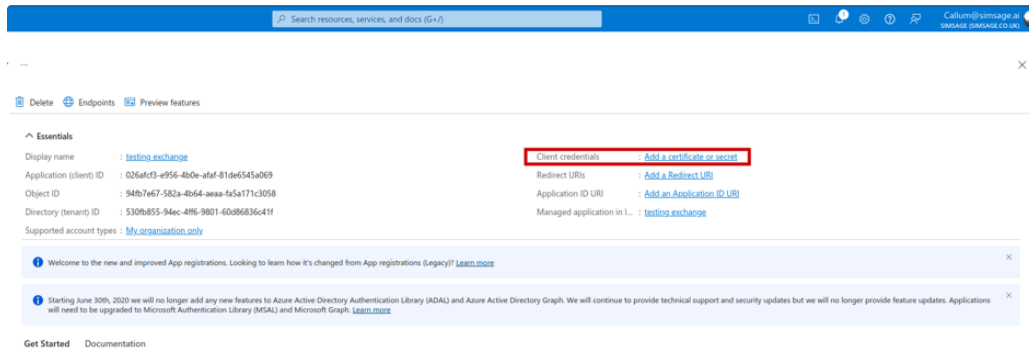
- Name:** A text input field with the value 'simsage-app'. A red arrow points to the input field.
- Supported account types:** A section titled 'Who can use this application or access this API?'. It contains four radio buttons:
  - ☒ Accounts in this organizational directory only (SimSage only - Single tenant) (select this value)
  - ☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)
  - ☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
  - ☐ Personal Microsoft accounts only
- Redirect URI (optional):** A section titled 'We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.' It contains a dropdown menu with 'Web' selected and a text input field with the value 'e.g. https://example.com/auth'. A red arrow points to the dropdown menu.
- Register button:** A blue button labeled 'Register'. A red arrow points to the button.

Copy the client Id, we will need it later to set up the Crawler

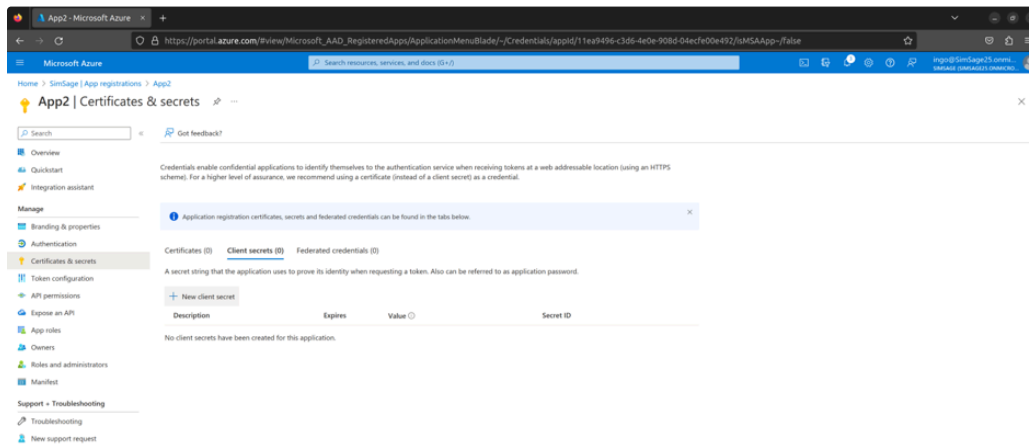


Next, we will need to add a secret to the application

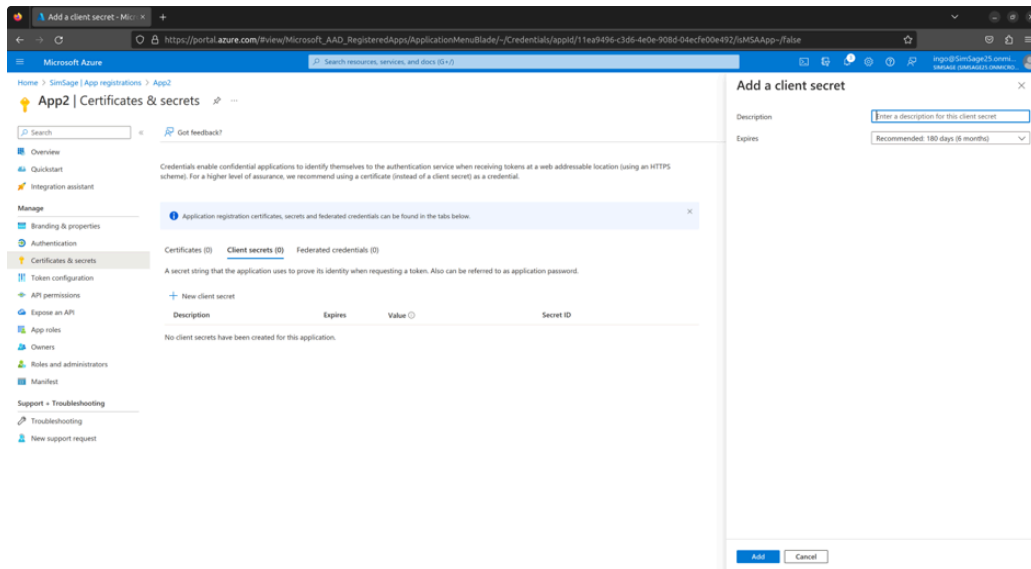
Click on the application and select “Add a Certificate or secret” in the following screen:



Select Client secrets and press “+ New client secret”



In the Sidebar now displayed, give the Secret an appropriate description and expiry period:

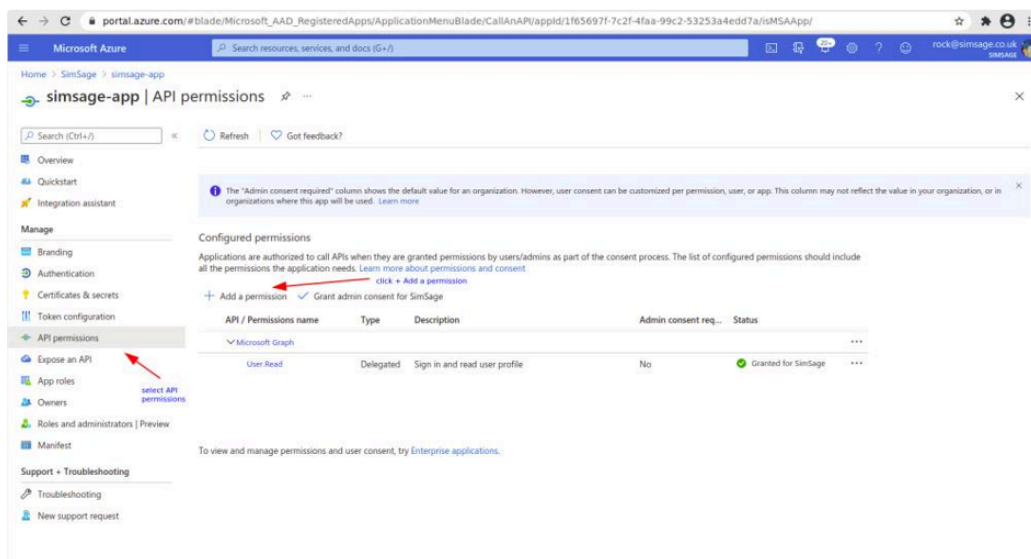


Copy the secret and keep it safe for the crawler configuration.

**⚠ IMPORTANT** this new secret will only show itself once. Copy its value and keep it somewhere safe so you can refer to it when asked by SimSage later.

Lastly, we need to add the relevant Permissions to our Application

Click “API permissions” in the left-hand-side menu. Click “+ Add a permission” in the new pane that appears.

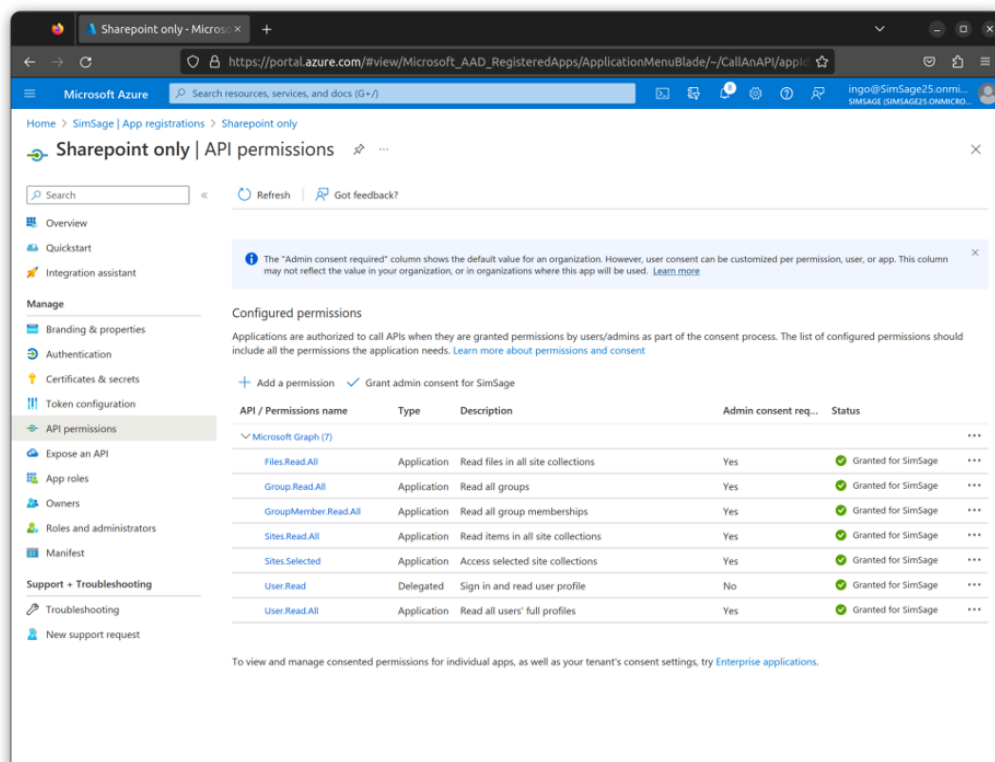


Select “Microsoft Graph” and select “Application permissions”. Then start typing in the “Select permissions” text box.

You need to select the following permissions:

- Files.Read.All
- Group.Read.All
- GroupMember.Read.All
- Sites.Read.All
- Sites.Selected
- User.Read
- User.Read.All

Once added make sure the permissions have Admin Consent by pressing “Grant Admin Consent” button:



Now configure the actual Crawler

In the Crawler Dialog select the Sharepoint 365 crawler and on the "shaprepoint 365 crawler" page add the following values:

- Domain name: <Your Azure Tenant Id>
- Client Id: <Application Client ID>
- Client Secret <Application Client Secret>

Now either select “crawl all Sites” to index all of the Sharepoint sites or add a list of comma separated

site names to crawl specific sites only.

Press save ...