



INSTALLATION AND CONFIGURATION MANUAL

TENANT/ADMIN LEVEL INSTRUCTIONS



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Version History

Change Record

Date	Author	Version	Change reference
2020, May	TELLME 365	1.0.0.0	Initial Release for TELLME 365.

Current Version for Microsoft Teams

Name	Version Approved	Compatibility	Date
TELLME	1.0.0.0	Microsoft Teams	2020, May

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Introduction

TELLME 365 is a chat bot (@TellMe) that helps the users of an organization to get various Microsoft 365 insights such as user information, last login information, manager information, upcoming meetings and many more. TELLME can also be configured to answer questions for any required knowledge base / subject matter with a paid subscription.

Currently supported Platform: Microsoft Teams.

How does TELLME 365 Work?

TELLME 365 uses Microsoft Bot framework, Microsoft Graph API and various Microsoft Cognitive services. TELLME 365 uses LUIS as the NLP engine and process each request received. When configured the @TellMe BOT can respond to requests from your organizations own custom knowledge base.

TELLME 365 Features and Benefits

- Microsoft 365- Request information regarding user interaction and actions, within Microsoft 365 products.
- Broad Language- Intelligently trained to understand a broad scope of language constructs.
- Your Own Custom Knowledge Bases- Hassle free set up to any information source for quick answers to business questions.
- On-Demand User Information- Get easy access to all user related information, from availability to finding an expert.
- Simple. Fast. Intelligent. Powerful. Accessible.
- Just ask @TellMe and get instant access to all the must-have information for your company.
- Bot Framework- @TELLME 365 is built using the Microsoft bot framework.
- User Friendly- Simple and Intuitive with no training required for easy adoption.
- Powerful Insights- Powerful Insights about usage such as last login with location map.
- Mobile Accessible - Ask @TELLME 365 requests from the Microsoft Teams Mobile App.
- Eliminate Wasted Resources And Boost Productivity.
- Simple To Install, No Training Required.
- Save Time And Money In BOT Development Costs.

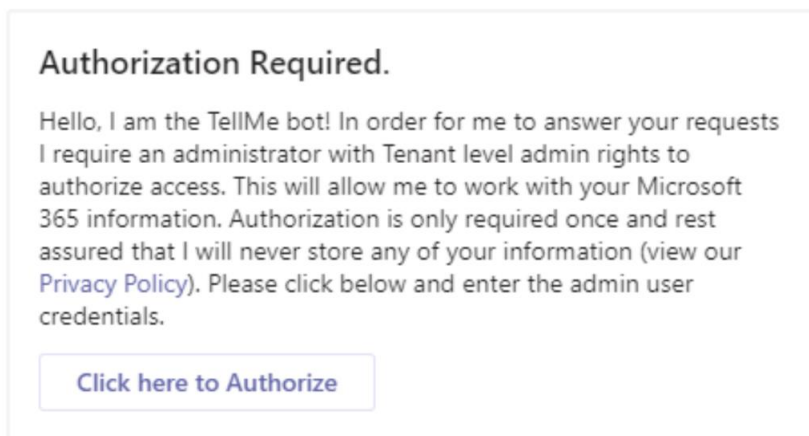
TELLME 365 Installation Steps (Tenant/Admin level configuration)

Installing TELLME Admin

1. Add the app from the Teams Store. https://tellme365.com/TELLME365_USERGUIDE.pdf
2. Proceed with the configuration of tenant level settings. These steps are mandatory for the first time only and they must be performed by a Tenant admin.


Configure Tenant level settings

1. After successfully installing the TELLME App, a Tenant level administrator must provide consent for the App to access their Tenant. Open the App and it will show a request for consent.



Here the user can click on the button and it will navigate to the webpage where the admin can login to their Tenant and allow access on behalf of their organization as shown below.

Permissions requested
Accept for your organization

 TellMe365
cirrussoft.com

This application is not published by Microsoft or your organization.

This app would like to:

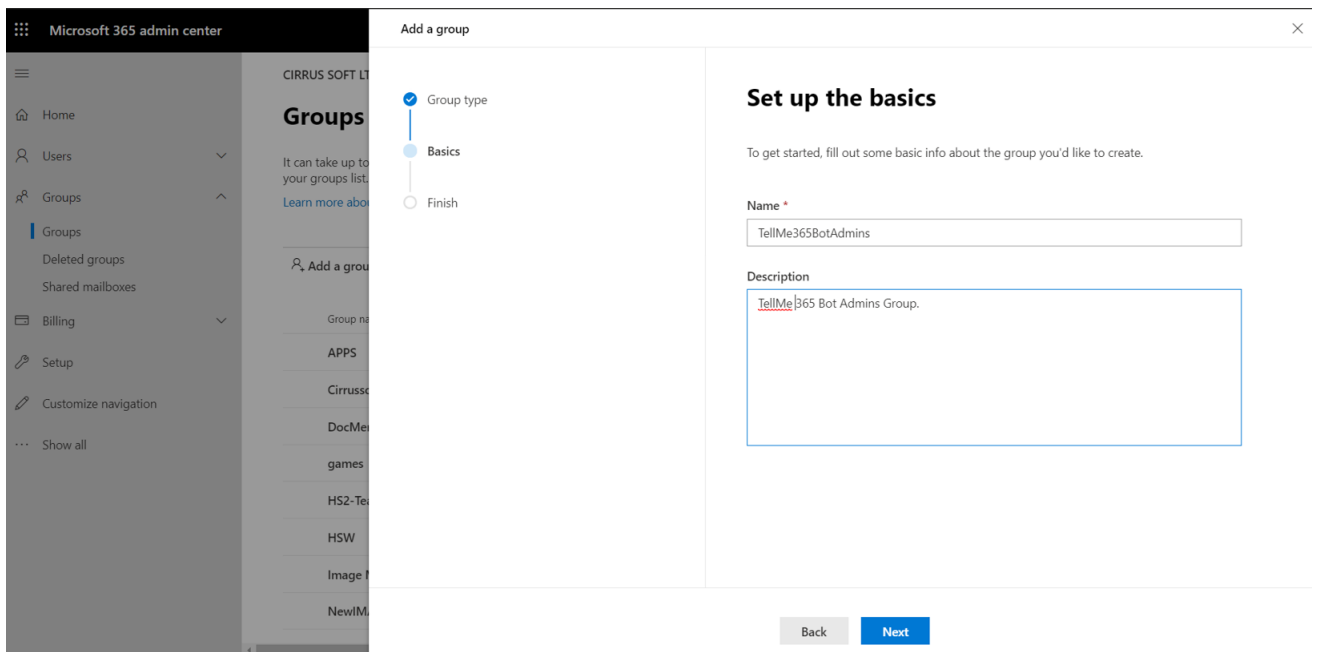
- ✓ Read and write all users' full profiles
- ✓ Read all users' full profiles
- ✓ Read all users' basic profiles
- ✓ Read and write access to user profile
- ✓ Sign in and read user profile
- ✓ Invite guest users to the organization
- ✓ Read and write app activity to users' activity feed
- ✓ Export user's data
- ✓ Maintain access to data you have given it access to
- ✓ Read user mail
- ✓ Read all audit log data
- ✓ Read calendars in all mailboxes
- ✓ Read and write calendars in all mailboxes
- ✓ Read directory data
- ✓ Read all groups
- ✓ Read and write all groups
- ✓ Access selected groups
- ✓ Read all group memberships
- ✓ Read and write all group memberships
- ✓ Read all user mailbox settings
- ✓ Read mail in all mailboxes
- ✓ Read all users' relevant people lists
- ✓ Read items in all site collections (preview)
- ✓ Read and write items in all site collections (preview)
- ✓ Invite guest users to the organization
- ✓ Read all users' full profiles
- ✓ Read and write all users' full profiles

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

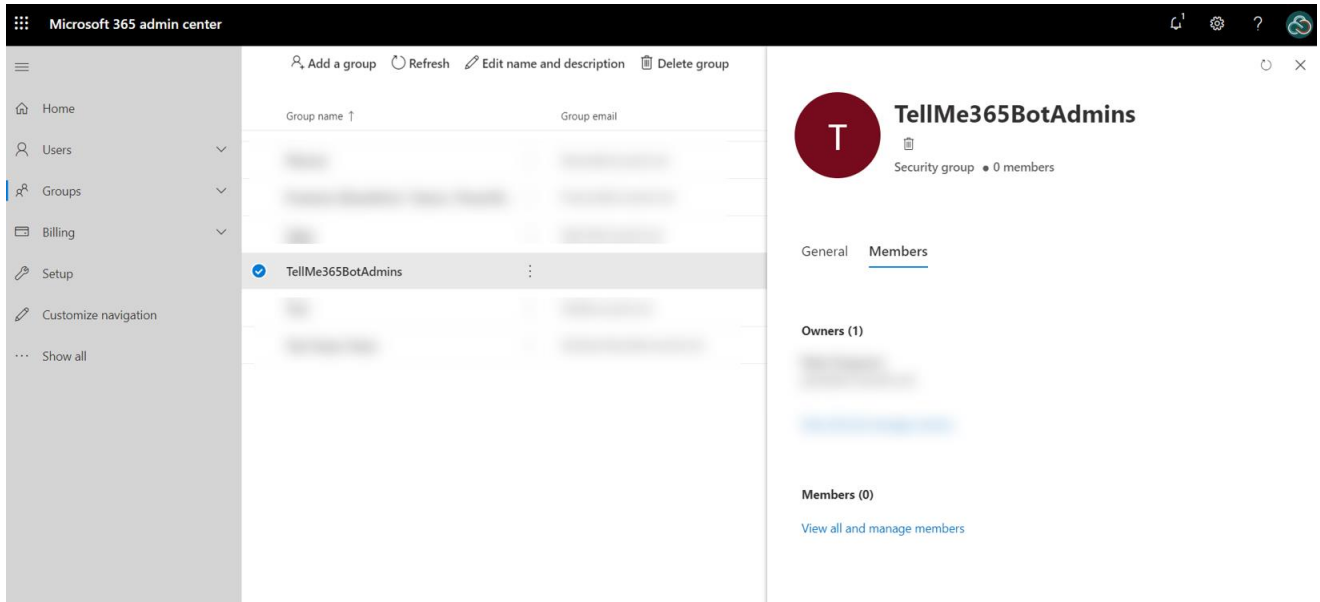
After doing this step, all users will be able to access the @TellMe BOT.

2. TELLME also supports some commands, such as User Login, that can be limited to a specific set of people in the organization. We call them '**TELLME365BotAdmins**'.
3. To give the functionality of the admin level features, the tenant admin should create one security group named '**TELLME365BotAdmins**' and add the users to this group. The members of this pre-defined group will be considered as the admins for the @TellMe.
 - a. Admin user can go to their admin center and need to create a security group named '**TELLME365BotAdmins**'. As shown in below.



- b. Now admin user needs to add members to the group as shown below.

4. If this group is not configured then the admin level features cannot be used by any of the users.



Only the admin users can use the login status functionality. If you want to be part of the admin users group for TELLME 365 then please contact your teams admin/global admin.

Configure Custom Knowledge Base

After purchasing a License you are able to configure TELLME 365 to use your own custom Knowledge Base built on QnA Maker. Details will be available in your account associated with license subscription <https://cirrussoft.com/my-account>

TELLME 365 Support

Thank you for choosing **TELLME 365**.

If you require any further assistance please visit our online Support Centre or Contact Us.

<http://cirrussoft.support>

<https://www.TELLME365.com>

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