

Office 365 Manager Installation Guide

Specmasoft Office 365 Manager is a desktop-based tool. This app supports extensively pre-configured reports and management actions to manage Office 365 and Azure AD services. The app is powered by Microsoft Graph API and Windows PowerShell.

The Office 365 Manager application supports 15 days free trial with complete premium features. You can explore and evaluate all the premium features without any trial restrictions, you can go for a licensed version once you are happy with the app.

Installation Requirements

- Operating System: **Windows 10** or higher; **Windows Server 2012 R2** or higher.
- The app setup will install the required Microsoft .NET Framework 4.62 if it is not already installed on the system during the app installation process.

Installation Steps

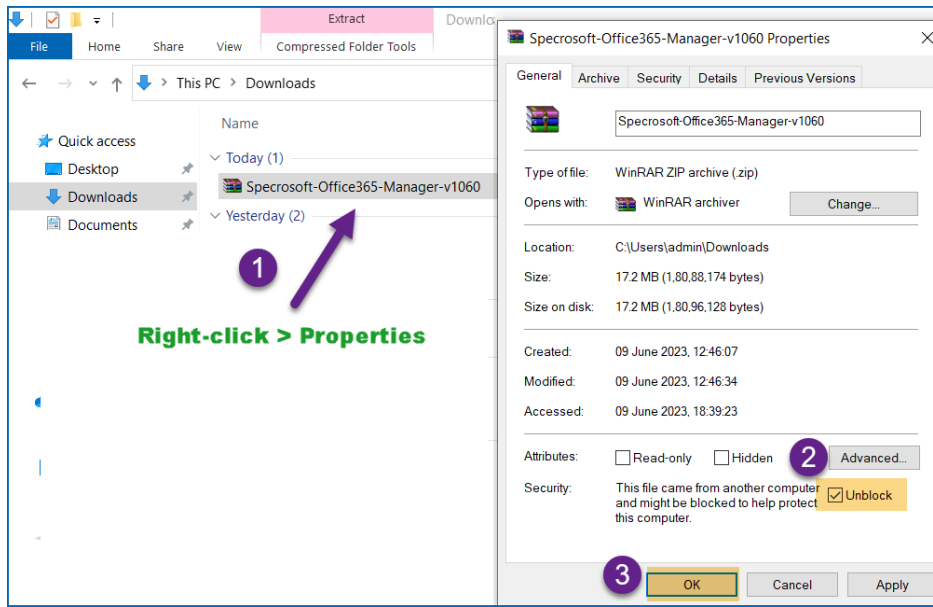
Once you have downloaded the application setup package, follow the simple steps below to install and open the app.

Steps to install the app using EXE setup:

- Run (double-click) the setup file and complete the installation by following the simple steps.
- After the installation is finished, double-click on the desktop shortcut **Specmasoft Office 365 Manager** to open the app.

Steps to install the app using Zip package:

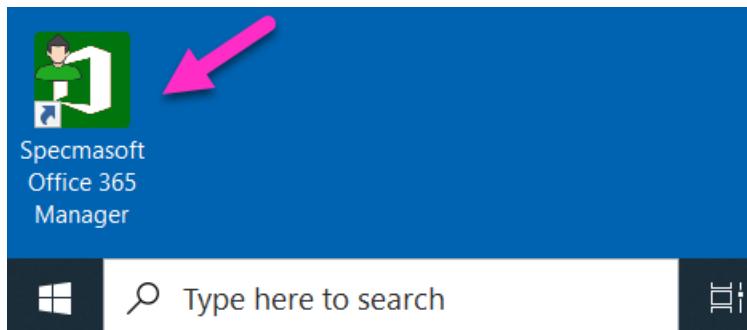
- Download the setup package file.
- Locate the downloaded zip package file (Ex: specmasoft-office365-manager.zip).
- Right-click on the zip file and select **Properties** from the menu. Click **Unblock** on the **General** tab. Click **OK**. Ignore this step if the file was already unblocked.



- Extract/Unzip the downloaded zip package and you will find the executable setup file (Ex: Specmasoft-office365-manager.exe) inside the extracted folder.
- Run (double-click) the setup file and complete the installation by following the simple steps.
- After the installation is finished, double-click on the desktop shortcut **Specmasoft Office 365 Manager** to open the app.

How to Start and Configure the Application

Once you have completed the app installation, you can open the app either from the Start menu or Desktop shortcut. You can find the shortcut with the name **Specmasoft Office 365 Manager**.



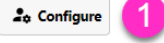
When you open the app for the first time, the Office 365 Tenant configuration window prompts you to configure the tenant that you want to manage and generate reports. Click the **Configure** button to sign-in, you can sign-in with your Admin user account which has enough permissions to manage the Office 365 services. After the successful sign-in, click **Save** button to add the first Office 365 tenant scope to manage.

Specmasoft Office 365 Manager

- Home
- Azure AD
- Exchange
- Teams
- SharePoint
- OneDrive

Office 365 Tenant Configuration

Graph API Access:

Please login with an Admin user account to Configure Office 365 Tenant. 

Note: You can generate reports and manage Office 365 objects based on the logged-in user's Admin role. We would recommend login as Global Administrator to use all the available features.

