Office 365 Manager User 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.

Key Features

- Extensively pre-configured reports
- Actionable reports with inline report actions
- Bulk Administration using CSV
- Can manage multiple Office 365 tenants from a single UI
- Multiple report views in same page.
- Customize Report Columns
- Export and Email Reports in different formats (Excel, CSV, and PDF)
- Automatic Schedule Reports
- Automatic Backup
- Intuitive and easy to use user interface (UI)
- Work with MFA enabled account

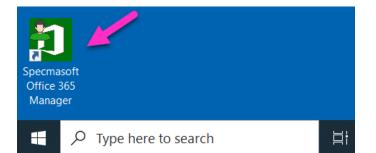
1. How to Download and Install the App

You can easily download the application setup file from the below <u>link</u> and install the setup by following the simple steps. The setup is same for the free version and licensed version. Once you have installed the setup, the app will work for 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 licensed version once you are happy with the app.

Download link: https://specmasoft.com/download-office-365-manager

2. 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 the **Save** button to add the first Office 365 tenant scope to manage.

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A	Home	Office 365 Tenant Configuration $ imes$
А	Azure AD	Graph API Access:
¢.	Exchange	Please login with an Admin user account to Configure Office 365 Tenant. Lo Configure
மீர்	Teams	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.
¢	SharePoint	
۵	OneDrive	2 Save Cancel

3. How to add Office 365 Tenant Scope

To manage and generate reports for an Office 365 Tenant, first, you must add an Office 365 Tenant scope in Tenant Configuration. When you open the app first time, the app will prompt you to add your first scope, please follow the below steps if you have not added the scope or if you want to add more tenant scopes to manage.

- Go to Settings page -> Tenant Configuration
- Click the **Add Tenant** button in the top-right, this will a open pop-up window to configure a new Office 365 tenant.

- In **Office 365 Tenant Configuration** window, click the **Configure** button and you will be asked to sign-in with your Office 365 user credentials, sign-in with your Admin user account who has enough permissions to manage the Office 365 services.
- Finally, click the **Save** button to add the new Tenant scope.

1	Specmasoft Office 365 Man	nager 2	
≡		Settings Tenant Configuration Application Settings Mail Server Settings App Log Settings	
			3
f	Home	Office 365 Tenants: Office 365 Tenant Configuration ×	🐈 Add Tenant
А	Azure AD	Tenant Name G Graph API Access:	Is Default
99	Exchange	Please login with an Admin user account to Configure Office 365 Tenant.	
பற்	Teams	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.	
¢	SharePoint		
æ	OneDrive	5 🖬 Save Cancel	
۵	Settings 1		
0	Help	© 2023 Specmasoft. All rights reserved.	

4. Permissions Required

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.

5. Reports

Once you have successfully added your Office 365 Tenant scope, you can easily generate reports either from Home page or from specific service page such as Azure AD.

5.1. Generate Report from Service Page

The app displays supported service features such as Azure AD on different pages. In every page, the reports and management actions will be categorized and displayed under different ribbon tabs. When you navigate into the service page, the app auto-generate and displays the default report for the specific tab. You can see and generate more reports by clicking the **Select Report** button inside the **Reports** section of the ribbon tab. Please refer to the below image.

1	Specmasoft Office 365 Manag	er								53 ×
=	Home	Office 365 Users	License O	ffice 365 Groups	Security Gro	Profile	🗳 License	Dydate UPN User Roles	Set Manager More Actions •	Excel
4	Azure AD	General		Last Logon	MFA Status	Passwo	rd Organi Disabled User		Role External/Guest Users	×
66	Exchange	Tenan Licensed			nsed Users		Admin Users	5	Users without admin a	access
ல	Teams	□ A Recently	Created Users	Recent	tly Added Guest	Users	Deleted Users		Recently Deleted User	rs
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1	OneDrive	Banca Pisani	Bia	ncaP@M365x92474	4985 Allowed		Faise		Unicensed	Sales

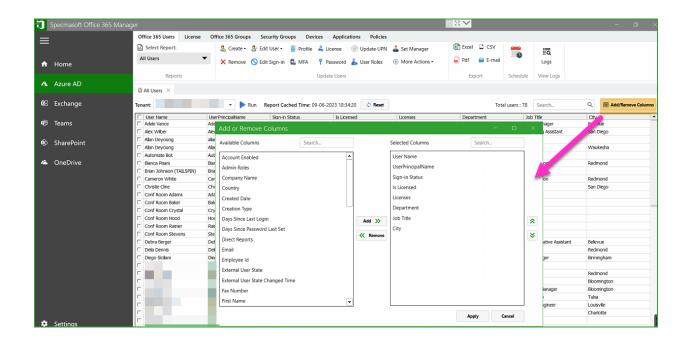
5.2. Generate Report from Home Page

Generating reports from the service page is an easy task, but you cannot search for all the available reports from the reports popup. From Home page, you can easily search all the available reports from all supported services with a different set of keywords. Once you find the required report, simply click on the report to generate the report in service page. Please refer to the below image.

Specmasoft Office 365	Manager				1
=	A Home Reports	Management			
	Search available reports	۹ 🔶	Search ava	ilable report	ts
	Office 365 Users				
▲ Azure AD	License	Office 365 Users			
ଡିଥି Exchange	Office 365 Groups	General			
	Security Groups	All Users	Enabled Users	Disabled Users	External/Guest Users
II Teams	Azure AD Devices	Licensed Users	Unlicensed Users	Admin Users	Users without admin access
🅸 SharePoint	Azure AD Applications	Recently Created Users	Recently Added Guest Users	Deleted Users	Recently Deleted Users
🛎 OneDrive	Policies	-			
	Mailbox	Account			
	Recipients	Sign-in Allowed Users	Sign-in Blocked User	s Ina	ctive Users by User Activity
	Mobile Device	Guest Users	Guest Users with Pen	ding Accent Re	source Accounts
	Distribution Groups		Guest osers warren	ung accept inc.	Source Accounts
	Exchange Policies				
	Teams	Last Logon			
	Team Channels	Users Last Login Date	Recently Logged-In L	Jsers Ina	ctive Users in Last N days
	Team Members	All Logged-In Users	Never Logged-In Use	rs Lic	ensed and Never Logged-In Users
	Site Collection	-			
	Sites	MFA Status			
🔅 Settings	Lists	Users with MFA Details	MFA Enabled Users	MF	A Enforced Users
Settings	Document Library	MFA Registered Users	MFA Disabled Users	MF	A Enabled Users without Registration
Help	List Items	Users by Default MFA Metho	Users without MFA P	hone Number Us	ers without MFA Email

5.3. Customize Report Columns

When you generate a report, the report view will be populated with default columns. You can easily add more columns or remove existing columns by clicking **Add/Remove Columns** button in the report view.



5.4. Search and Filter Report

You can generate different build-in reports to extract information for the same object type (ex: Azure AD User). In some cases, you may need more granular data from the generated report. For now, you can use the inline search feature to filter the generated report. We planned to support advanced level filter in the future.

Office 365 Users License Office 365 Groups Security Groups Devices Applications Policies							
Select Report:	🔱 Create 🔹 🐉 E	dit User 🛛 🔠 Profile 🗸	License @ Update UPN	ቆ Set Manager	🔄 Excel 📮 CSV	1	
All Users	🔻 🗙 Remove 🚫 E	dit Sign-in 🛛 🖬 MFA 📍	Password 🛛 🌡 User Roles	More Actions •	🔓 Pdf 🛛 📓 E-mail	Logs	
Reports		Up	odate Users		Export	Schedule View Log	s
All Users ×							
enant: specro	osoft.com 🔻 🕨 Run	Report Cached Time: 08-12	2-2020 10:52:47 🔇 Reset		Tota	I users : 4 Manager	× Add/Remove Column
					IUIa	Wanager	
User Name	UserPrincipalName	Sign-in Status	Is Licensed	Licenses	Department	Job Title	City
	UserPrincipalName AdeleV@		Is Licensed True	Licenses			
User Name		Sign-in Status		Licenses	Department	Job Title	City
User Name Adele Vance	AdeleV@	Sign-in Status Allowed	True	Licenses	Department Retail	Job Title Retail Manager	City Bellevue Birmingham

5.5. Export and E-mail Reports

From the report view, you can easily export or email all report data or selected rows. Export reports currently supported in the following formats: Excel, CSV, and PDF.

Office 365 Users Lice	ense Office 365 Groups	Security Groups Devices	Applications Polic						
Select Report:	🔱 Create 🔹 🐉	Edit User 🛛 🔠 Profile 🔒	License @ Update U	PN 🍰 Set Manager	🖾 Excel 🗋 CSV		la		
All Users	▼ × Remove S	Edit Sign-in 🖪 MFA 📍	Password 🛛 👗 User Role	s 🕀 More Actions •	🔓 Pdf 🛛 📓 E-mail		Logs		
Reports		Upd	late Users		Export	Schedule	View Logs		
N									
I All Users X									
	:rosoft.com 🔹 🕨 Run	Report Cached Time: 08-12-	-2020 10:52:47 🔇 Res	ıt	Tota	al users : 18	Search	Q	Add
	:rosoft.com 🔹 🕨 Run UserPrincipalName	Report Cached Time: 08-12-	-2020 10:52:47 🔷 Res	rt Licenses	Tota		Search	Q, City	🖽 Add
Tenant: specr						Jot			H Add
Tenant: specr	UserPrincipalName	Sign-in Status	Is Licensed		Department	Job Ret	Title	City	ue
Tenant: specr User Name Adele Vance	UserPrincipalName Adele	Sign-in Status Allowed	Is Licensed True		Department Retail	Job Ret Mar	o Title ail Manager	City Bellevi San D	ue
Tenant: specr	UserPrincipalName Adele\ AlexW	Sign-in Status Allowed Allowed	Is Licensed True True		Department Retail Marketing	Jot Ret Mar HR	o Title ail Manager keting Assistant	City Bellevi San D Birmin	ue iego
 Adele Vance Alex Wilber Diego Siciliani 	UserPrincipalName Adele ¹ AlexVI Diego	Sign-in Status Allowed Allowed Allowed	Is Licensed True True True		Department Retail Marketing HR	Jot Ret Mar HR Des	o Title ail Manager keting Assistant Manager	City Bellevi San D Birmin Bloom	ue iego gham

5.6. Multiple report views in same window

You can generate multiple report views for the same report or different reports. For each report generation, a new report view will be created. If you are managing multiple Office 365 tenants, you can also generate two views for the same report, but different tenants.

1	Specmasoft Office 365 Manager					
=		Office 365 Users License	Office 365 Groups Sec	curity Groups Devices	Applications Policies	
_		Select Report:	🔱 Create 🔹 🐉 Edit	: User 🔹 🔒 Profile 斗 Lice	ense 💿 Update UPN	
A	Home	All Users 🗸	🗙 Remove 🚫 Edit	: Sign-in 🖬 MFA 📍 Pas	ssword Liser Roles 🕀	
		Reports		Update		
Δ	Azure AD					
		All Users X 🖬 Users Last	Login Date 🛛 🔓 Guest l	Users 🛛 🔓 Licensed Users	×	
¢3	Exchange	Tenant:	osoft.cc 🔻 ▶ Run Re	eport Cached Time: 09-06-20	23 18:34:20 🗘 Reset	
		User Name	UserPrincipalName	Sign-in Status	Is Licensed	
மீர்	Teams	Adele Vance		Allowed	True E	
		Alex Wilber		Allowed	True E	
ф,	SharePoint	Allan Deyoung		Allowed	False U	
-0-		Allan Deyoung		Allowed	True E	
2	OneDrive	🗆 Bianca Pisani		Allowed	False U	
		Brian Johnson (TAILSPIN)		Allowed	False U	

5.7. Reset cached report data

When you generate a report for the first time, the report data will be fetched from Office 365 and stored in the local application database. For further report generation, the data will be fetched from the cached source. The cached source will be automatically reset when you generate report after some time interval. You can configure this interval from **Settings** page -> **Application Settings**. Click the **Reset** button as shown in below image if you want to reset the report data immediately from report view.

Office 365 Users License	Office 365 Groups Sec	curity Groups Devices	Applications Policies	
Select Report:	🔱 Create 🔹 岁 Edit	User 🔠 Profile 🚑 Lic	ense 🔘 Update UPN	🌡 Set Manager 🛛 🗐
All Users	🗙 Remove 🚫 Edit	Sign-in 🖬 MFA 📍 Pas	ssword 👗 User Roles	⊕ More Actions •
Reports		Update	Users	
All Users × Licensed U Tenant: spe		t Users × 🖬 All Users × eport Cached Time: 08-12-20	20 10:52:47 🔷 Reset	
User Name	UserPrincipalName	Sign-in Status	Is Licensed	Licenses
Adele Vance	AdeleV	Allowed	Ture	
	/ lacio / l	Allowed	True	
Alex Wilber	AlexW(Allowed	True	
Alex Wilber	AlexW(Allowed	True	
Alex Wilber Diego Siciliani	AlexW(DiegoS	Allowed Allowed	True True	

6. Management

You can easily run management tasks from inline report actions which are available as ribbon menu items over the top of the report view.

6.1. Run management actions from report view

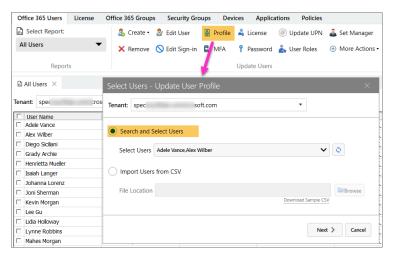
From the report view, you can select the required objects (ex: users) and execute the desired action. The action will make the required changes in the selected objects alone. If you do not select any objects from the report view, then the action will prompt you to select the desired objects. Apart from accessing actions from the ribbon menu, you can also view the actions menu by right-clicking over the report grid.

Specmasoft Office 36	5 Manager				
≡	Office 365 Users License	Office 365 Groups Secu	irit Croups Devices	Applications Policies	
=	Select Report:	🔱 Create 🔹 🐉 Edit I	User 🛛 🖁 Profile 🚔 Li	cense 💿 Update UPN	🍰 Set Manager
A	All Users	Remove Sedit S	Sign-in 🗖 MFA 📍 Pi	assword	More Actions •
🔒 Home					0
	Reports		Upda	te Users	
\Lambda Azure AD	All Users X				
🔄 Exchange	Tenant: spe	com 🔻 🕨 Run Rej	port Cached Time: 08-12-2	020 10:52:47 🗘 Reset	
	User Name	UserPrincipalName	Sign-in Status	Is Licensed	Licenses
🛎 OneDrive	Adele Vance	Adelev	Allowed	True	[
	Alex Wilber	AlexW	Allowed	True	[
	Diego Siciliani	Edit User	wed	True	Construction of the local division of the
	Grady Archie	Update Profile	wed	True	and a second second second
	Henrietta Mueller	Update License	wed	True	[
	Isaiah Langer	Update Sign-in Access	wed	True	and a second second second
	Johanna Lorenz	Update UPN	wed	True	and a second second second
	Joni Sherman	Update MFA Settings	wed	True	and a second second
	🗆 Kevin Morgan	Update User Roles	wed	True	and a second second second
	🗆 Lee Gu	Update Manager	wed	True	and a second second second
	🗆 Lidia Holloway	Reset Password	wed	True	and a second second second
	Lynne Robbins	Revoke Sign In Sessions	wed	True	
	Mahes Morgan	Delete User	wed	True	and a second second second
	Megan Bowen		Allowed	False	L

Note: Double-click action supported to manage some of the object types. In the Azure AD users report, the double-click on the desired row in the report grid will open the Edit User action.

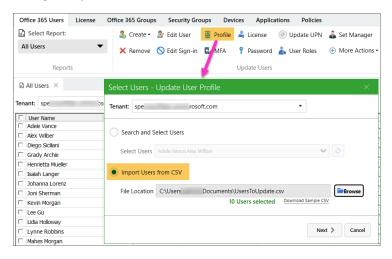
6.2. Search and Select Objects to run actions

If you do not want to select action objects from the report grid or if you do not find required objects in the generated report, then simply click on the required action without selecting any objects, the action process will prompt you to select the desired objects. Now you can search and select required objects and execute the action.



6.3. Bulk Administration using CSV

Managing resources through CSV file is one of the simplest ways to pick the required object details to update. If you want to select required objects via CSV, then simply click on the required action without selecting any objects, now you can see the option Import objects from CSV. You can select the Import CSV object and choose the CSV which includes the desired object details. Every action requires different type of CSV input, you can download the sample CSV file to match with your own CSV file and make changes in your CSV if needed.



6.4. Run management actions from Home page

You can easily run the actions from report view, but you can't be able to see all the available actions in report view. From home page, you can easily search all the available actions from all the supported services with a different set of keywords. Once you find the required action, simply click on the action to run, it will open the popup to provide required objects to update. You can either manually select required objects or import objects from CSV and execute the action.

1	Specmasoft Office 365 Manac	jer 👌	M		
≡		A Home Reports	Management		
ŵ	Home	Search available actions	۹ 🔶	Search available actions	
		Office 365 Users	Office 365 Users		
Δ	Azure AD	License Management	General		
ß	Exchange	Office 365 Groups	Create User	Create Bulk Users	Update User
ரீ	Teams	Security Groups	Update User Profile	Select Users - Update User Profile	×
		Azure AD Device	Update User Roles	Tenant: M m	•
¢	SharePoint	Mailbox	Delete User		
ھ	OneDrive	Distribution Groups		Search and Select Users	
		Mobile Device		Select Users Select users	♥ ◊
		Teams Management		Import Users from CSV	
		OneDrive for Business		File Location	Browse
					Download Sample CSV
					Next > Cancel

6.5. Management Action Logs

For every action run, the app will store the action result in a local database. You can simply view, search, and export action audit logs.

 Specmasoft Offic 	e 365 Manager									
≡	Office 365 Users License	Office 365 Groups Secu	rity Groups	Devices Applica	ations Polic	ies				
—	Select Report:	🔱 Create 🔹 🤰 Edit U	Jser 🖁 P	rofile 🔒 License	Update U	PN 🍰 Set Manag	er 🔊 E	Excel D CSV	IQ	
🔒 Home	All Users 🗸	🗙 Remove 🚫 Edit S	Sign-in 🖬 N	AFA Password	👗 User Role	s 🕀 More Actio	ons • 📄 🖡	Pdf 🧧 E-mail	Logs	
	Action Log Hi									
									VievLo	gs
Azure AD	All Users Tenant: All	•	Date	range: Last 30 Days	•	11/10/2020 12:00	AM 14 To:	12/10/2020 11:59 PM		
Exchange									-	
Exchange	Tenant: spec Total actions: 5						Search	i	Search	
	C User Name		Tenant Nan		Co	mpleted Time			Title	
 OneDrive 	1 Adele Vanc		T Chance Main	ing .		inpieceu rime			i Manager	
	Alex Wilbe Update User Prof	le	spe	c.com	12/	10/2020 1:56:30 PM		🖹 View Logs	eting Assist	ant
	Diego Sicil Grady Arc Reset Password								lanager iner	
	Grady Arc Reset Password		spe	t.com	12/	10/2020 1:55:13 PM		🖹 View Logs	Hoper	
	T Isajah Lang Update User Pr								noper	
	Johanna L	Action Logs - Update U	ser Profile				-			
	Update Sign-in	Completed time : 10-12-2020	12.56.20							× Close
	C Kevin Mon Update Sign-in	Completed time: 10-12-2020	13:50:30							× close
	Lee Gu	All Items: 2 Successful : 2 Fai	iled: 0					Search		🛃 Expor
	🗔 Lidia Holiov	All remains a successfull a run	icu. o					Scarena		The second
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	Mahes Moi Megan Boy	Lidia Holloway		Update User Profile		Success		{"City":"Tulsa"}		
	n. Picgun bo					Success				
	Nestor Wil	Lynne Robbins		Update User Profile		Success		{"City":"Tulsa"}		
	Patti Ferna									

7. Schedule Reports

The app supports schedule job automation with the help of Windows Service. You can configure schedule job to automate e-mail and backup reports.

7.1. Install Application Service

Since the schedule jobs powered by Windows service, you need to first install the application specific Windows service to create new schedule tasks. Please follow the below steps to install the Application service "Specmasoft Office 365 Manager".

- Go to **Settings** page -> **Application Settings**.
- Under Application Service section, click Install.
- Installing Windows service requires Admin privilege, a popup message will be prompted with the message "Admin Privilege Required", click "Yes" to proceed, and install the service.

1	Specmasoft Office 36	55 Manager 2
≡		Settings Tenant Configuration Application Settings Mail Server Settings App Log Settings
A	Home	General Settings SharePoint Settings
А	Azure AD	Common Settings Application Service
S®	Exchange	Automatically reset cached report data if older than: 48 Hour(s) Service Name : Specmasoft Office 365 Manager Service Status : The service not installed. Please install the service 3
மீ	Teams	Save
¢	SharePoint	
۵	OneDrive	Office 365 License Access
		You have to sign-in with Office 365 Admin Account to resolve Office 365 License display names.
		Connect with admin user : +) Sign in
		Note: This is one time work. You don't need to be signed-in here once your Office 365 License display names get resolved.
٠	Settings 1	
8	Help	© 2023 Specmasoft. All rights reserved.

7.2. Create Schedule Report

For schedule reports, you should have installed the Windows service "Specmasoft Office 365 Manager" and the service to be in running state. (Refer the step 7.1). Follow the below steps to create a new schedule report.

- Go to anyone of service page (Ex: Azure AD).
- > Click the **Schedule** button in the ribbon menu. This will open the Schedule Jobs UI.

- > Click the Add Schedule button. This will open a new schedule report UI.
- > Now, fill the required job details and click **Save** to create new schedule.

1	Specmasoft Office 365 N	/lanager								
≡		Office 365 Use	ert:	fice 365 Groups Secu Secu Create • Secu Edit U	rity Groups Devices Jser 🛞 Profile 🚑 Li	Applications Policies			el 🗋 CSV	
A	Home	All Users	•	🗙 Remove 🚫 Edit S		assword 🎄 User Roles	More Action		📔 E-mail	Logs
Δ	Azure AD	Re Schedule J	ports		Upda	te Users		E	xport	Schedule View L
5	Exchange	Te Tenant: s	specrosoftdev.onmicr	rosoft.com 👻	C Refresh Jobs					Add Schedule
•	OneDrive Settings	שריביביביביביביביביביביביביביביביביביביב	Name New Scheduk Tenan Job Nam Run job on ever Select Report Licensed User Unlicensed User	tt sp he: License Reports ry: 1 ♥ Day(s) s	NextRunTime	E-Mail Addresses:	pe: EXCEL t.com	LastRunSummar	History ×	Run Now
8	Help							Save	Cancel	

7.3. Edit Schedule Report

Follow the below steps to edit the existing schedule report.

- > Open Schedule Jobs UI.
- Locate the required schedule report row.
- > Click on the **Edit** icon (second column). This will open the existing job details.
- > You can do required changes and save the details.

Sche	chedule Jobs – D ×										
Tenant: sp com 🔹 😋 Refresh Jobs								Add Schedule			
				Name	Triggers	NextRunTime	LastRunTime	LastRunStatu	LastRunSummar	History	Run Now
		2	×	License Reports	At 10:30 every day				View Summary	View History	
	Edit Schedule Job					- -	1	, 	1	<u></u>	<u></u>

7.4. Enable and Disable Schedule Report

Follow the below steps to enable or disable the schedule job.

- Open Schedule Jobs UI.
- Locate the required schedule report row.
- Click on the first column to enable or disable a job.

Sched	ule Jo	obs							-	
Tenant	anant: sp com 🔹 😂 Refresh Jobs									Add Schedule
			Name	Triggers	NextRunTime	LastRunTime	LastRunStatu	LastRunSummar	History	Run Now
	2	×	License Reports	At 10:30 every day				🔝 View Summary	View History	
	E	inab	le//Disable	Job		1		1		

7.5. Run Schedule Job manually

The scheduled jobs will be triggered automatically at the configured time. In some cases, you may want to trigger the job immediately, you can simply click the **Run Now** button (last column) in Schedule Jobs UI to run the job instantly.

S	- D X										
	Tenant: spé t.com 🔹 😂 Refresh Jobs										
				Name	Triggers	Next Run Time	Last Run Time	Last Run Status	Summary	History	Run Now
		2	×	License Reports	At 10:30 every day	12-12-2020 10:30:00	11-12-2020 10:42:17	Success	🔝 View Summary	View History	
	Runjob manually										

7.6. View Last Run Summary and Job Run History

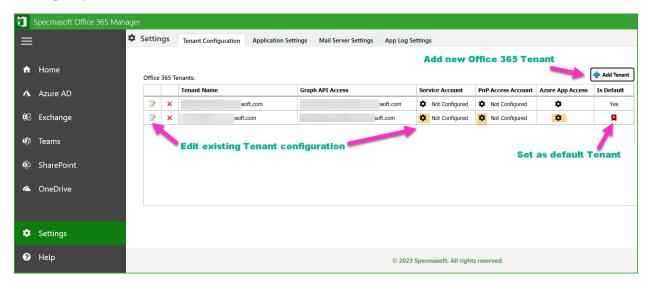
The app stores the summary details of every job trigger. You can view the summary of last job run by clicking the **View Summary** button. Also, you can view the entire run history for every job.

enant	t: sp	1¢	of	t.com 🔻	Caracteria Contracteria Contrac				-	Add Schedul
			Name	Triggers	Next Run Time	Last Run Time	Last Run Status	Summary	History	Run Now
	2	×	License Reports	At 10:30 every day	12-12-2020 10:30:00	11-12-2020 10:42:17	Success	View Summary	View History	
				License Reports ratus: Success	Rur	1 Time: 12/11/2020 10:	42:17 AM			
			Report		Тс	otal Items				
			Licensed Us	ers	13					
			Unlicensed	Users	5					
			Save Repor Save Repor	t Location: C:\Backup					Ş	

8. Settings

8.1. Tenant Configuration

To manage and generate reports for an Office 365 Tenant, you must add the Office 365 Tenant scope in Tenant Configuration. When you open the app for the first time, the app will prompt you to add your first scope. In Tenant configuration, you can add more Office 365 tenant scopes, edit, and remove the existing scope.



8.2. Mail Server Settings

The app uses SMTP-based mail server settings to send e-mail messages from the app. If you want to e-mail reports or schedule report to e-mail, then you should configure your SMTP server settings.

Setting	S Tenar	nt Configuration	Mail Server Settings	Application Settings	
		Mail Server Setting	IS		
		Server Address	smtp.office365.com		
		Port Number	: 587 Time C	ut: 100 Seconds	
		User Name	admin@sj	com	
		Password	********		
			✓ Use SSL		
		🇱 Test Settings			Save

8.3. Application Settings

The app-specific settings can be configured from this UI.

8.3.1 Reset Report Cache Interval

The cached report source will be automatically reset when you generate report after the configured time interval. We would recommend to set this interval for a longer period and reset cached report data from report view whenever needed.

Settings	Tenant Configuration	Mail Server Settings	Application Setting	s
Application	Settings			
Automatic	ally reset cached report da	ta if older than: 48	Hour(s)	
			Save	
			Save	

8.3.2 Install Application Service

The app supports automatic schedule jobs with the help of Windows service. you should install the application service to use automation tasks. Installing Windows service requires Admin privilege, a popup message will be prompted with the message "Admin Privilege Required", click "Yes" to proceed, and install the service.

Settings Tenant Configuration Application Settings Mail Serv	er Settings App Log Settings
General Settings	
Common Settings	Application Service
Automatically reset cached report data if older than: 48 Hour(s)	Service Name : Specmasoft Office 365 Manager Service Status : The service not installed. Please install the service Install

8.3.3 Office 365 License – Resolve License Display Names

The app automatically tries to resolve display name of Office 365 Licenses and license services based on the known license resources. The app may not resolve the name for some of the licenses and new Office 35 licenses, in this case, the app simply shows the system name of the licenses. To resolve those license names, you need to grant permission to get the display name of your licenses. You can sign-in with your admin user credentials and re-generate (reset) any one of the license reports to resolve license names. This is one-time work, you do not need to be signed-in here once your license display names get resolved.

Settings Tenant Configuration Application Settings Mail Server	r Settings App Log Settings
General Settings SharePoint Settings	
Common Settings	Application Service
Automatically reset cached report data if older than: 48 Hour(s)	Service Name : Specmasoft Office 365 Manager Service Status : The service not installed. Please install the service Install
Office 365 License Access You have to sign-in with Office 3 Admin Account to resolve Office 365 License Connect with admin user : •) Sign in Note: This is one time work. You don't need to be signed-in here once your Office	

9. Help & Support

On the Help page, you can check the product version of the installed app and check your license details.

9.1. Activate License

When you install the app for the first time, the app automatically activates 15-days trial license. After purchasing Office 365 Manager license from Specmasoft, you will receive an email with product license details as an attachment. You can download the attached license file and register to activate the product as a licensed version. (Refer to the below image).

1	Specmasoft Office 3	65 Manager (2)	
⊨		Help About License Support	
ń	Home	License Status: Product License Activated	
Δ	Azure AD	License: Register License Product: Office 365 Manager	_
Øß	Exchange	License type: Standard Licensed to: admin@specmasoft.com Users: 10000 Mailboxes: 10000 ← → ∨ ↑ 🗎 > This PC > Documents ∨ 🕐 Search Documents	
ஸீ	Teams	Administrators: 1 Tenants: 1 Function date: 10.06, 2024 144844	
¢	SharePoint	Support Expire date: 10-06-2024 14:48:44	
۵	OneDrive	Documents V C File name: spadmin-o365manager-license.license V License files 5 Open	,
۵	Settings		
9	Help 1	© 2023 Specmasoft. All rights reserved.	

9.2. Contact Support & Sales Team

For technical support, issues, and suggestions, please send an email to **support@specmasoft.com** with the required details.

For sales and license related queries, please send an email to **sales@specmasoft.com** with the required details.