

Microsoft® Office 365® Integration Instructions

SAFARI Montage® v6.5.28



NOTE: The Microsoft Office 365 integration must be configured by an Administrator.

SAFARI Montage now offers a powerful new integration option that links directly with Microsoft's cloud-hosted Office 365, OneDrive® for Business, and Azure® Active Directory®, providing:

- Single Sign-On to SAFARI Montage
- Seamless access to Microsoft OneDrive and Office 365 Apps from within SAFARI Montage
- Federated search of Microsoft OneDrive from within SAFARI Montage with one-click support to:
 - Upload files from Microsoft OneDrive to SAFARI Montage in any of 50+ supported file formats
 - Auto-convert Microsoft Office® formats to universally accessible PDF formats
- Ability to save Microsoft OneDrive search results to the SAFARI Montage Learning Object Repository™ ("LOR") as live web links, allowing continuing collaboration

Requirements:

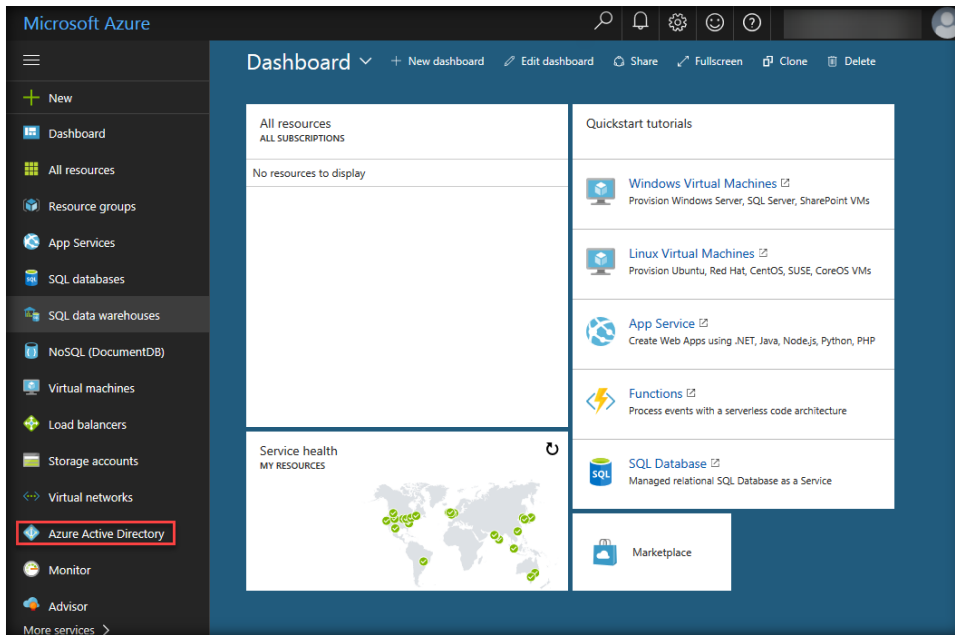
- SAFARI Montage version 6.5.28 or greater
- SAFARI Montage Interoperability Support Services
- SAFARI Montage server(s) must be publicly accessible and registered with Microsoft Azure
- Users must have Microsoft Office 365 for Education / Business Accounts
- SAFARI Montage must have a SSL certificate configured

NOTES:

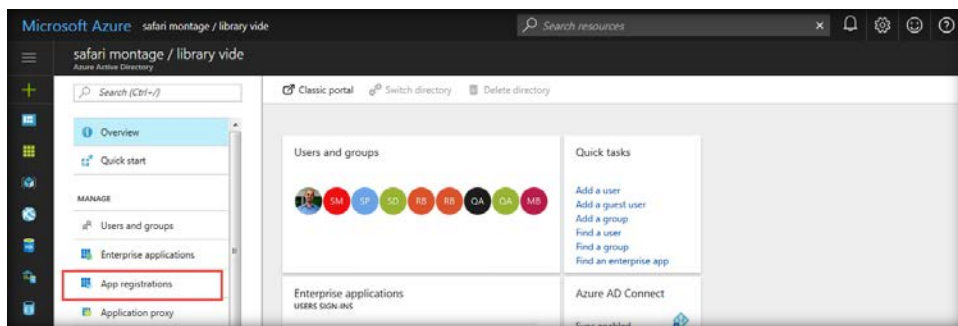
- *Microsoft SSO, OneDrive, and Office 365 Apps integration can be enabled independently of each other.*
- *SAFARI Montage remote servers must have the Microsoft integration enabled locally.*
- *Contact SAFARI Montage Technical Support with questions pertaining to these instructions. SAFARI Montage Technical Support is available Monday - Friday from 8 a.m. to 6 p.m., Eastern Time and they may be contacted by telephone at 800-782-7230 or online via <http://www.safarimontage.com/support>.*

Microsoft Azure Configuration Instructions:

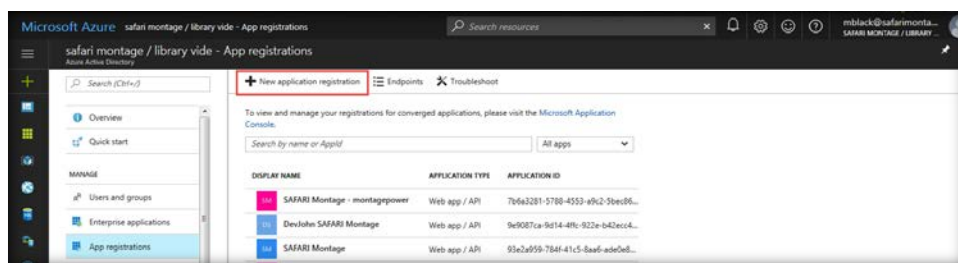
1. Log in to the Microsoft Azure portal at <https://manage.windowsazure.com/> as an administrator.
2. From the Dashboard select **Azure Active Directory**



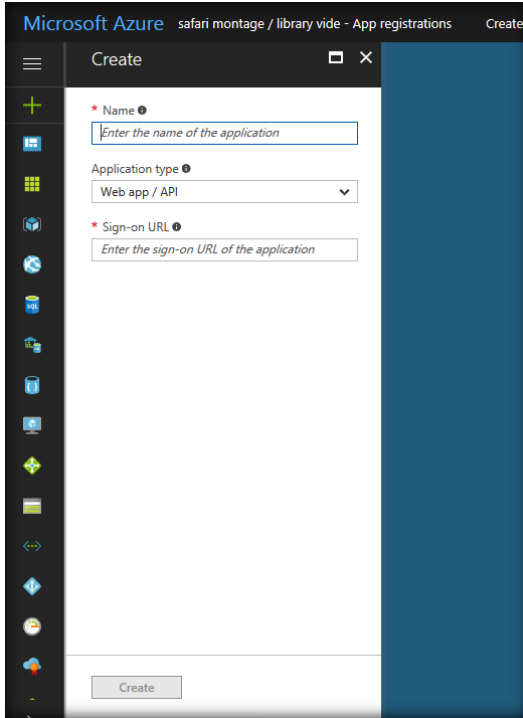
3. Select the directory and add a new application.
 - a. Click **App registration**.



- b. Click the **+ New application registration** button at the top of the page to add a new application.



- c. Supply the information indicated below and click the **Create** button when complete.

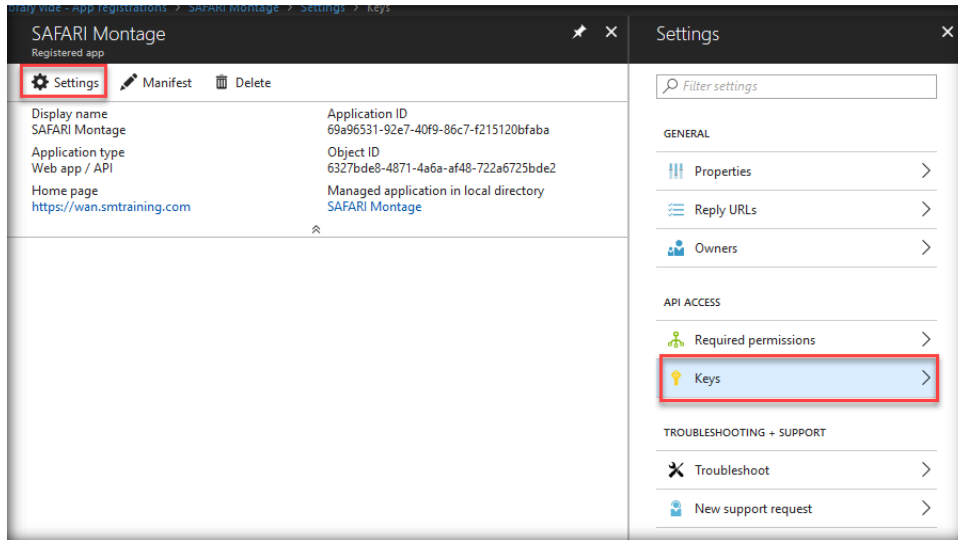


NAME: A name for the application, e.g., SAFARI Montage
TYPE: WEB APP / API
SIGN-ON URL: SAFARI Montage hostname, e.g., <https://safarimontage.district.edu/>

- 4. Write down the 'Application ID' from the next page that appears after clicking **Create**. This information will be used later when configuring the integration in SAFARI Montage.

Application ID: _____

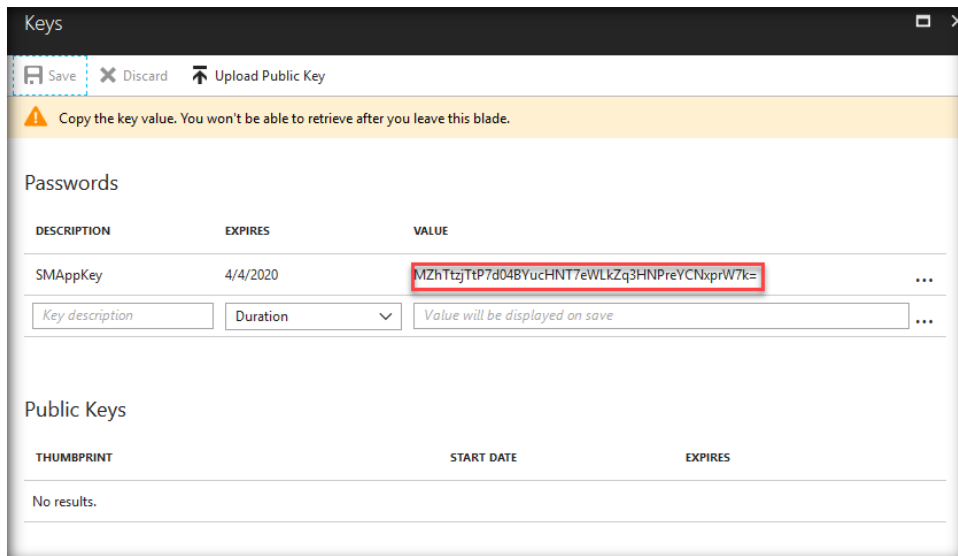
5. Create the Key for the application:
 - a. Select **Settings > Keys**



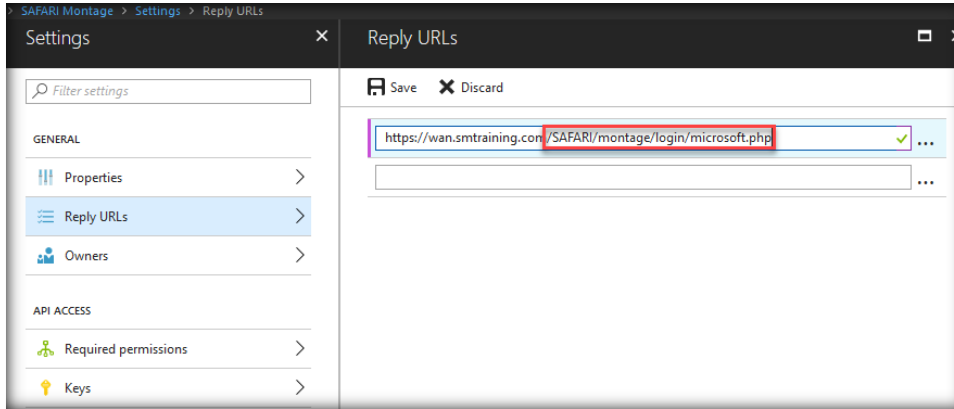
- b. Enter **SMAppKey** in the Description field.
- c. Select **In 2 years** from the Expires drop-down.
- d. Click **Save**.
- e. Copy/write down the key value for later use when configuring the integration in SAFARI Montage.

Key: _____

Note that the Key will only be displayed until you leave the page, so be sure to copy it before leaving the page.

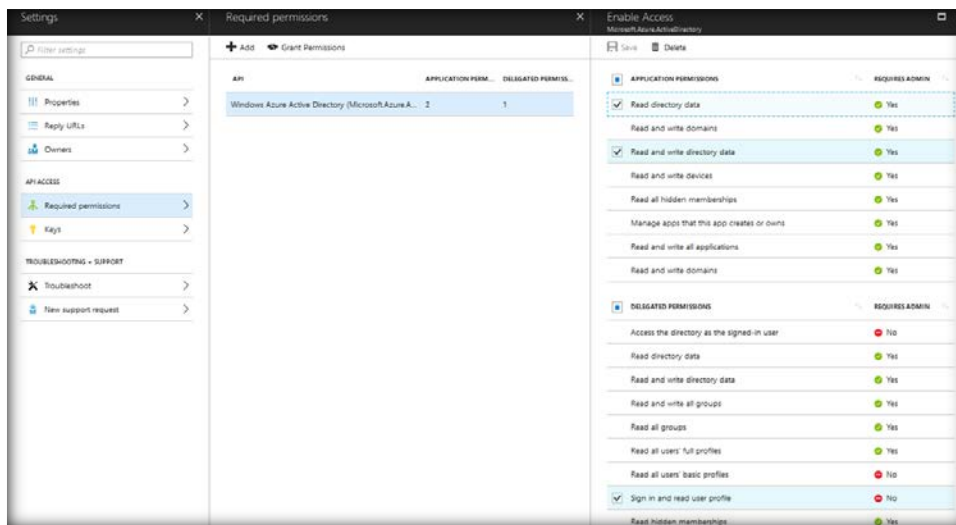


6. Edit the **REPLY URL** to add the bolded portion below and then click **Save**.
<https://<SAFARI Montage Hostname>/SAFARI/montage/login/microsoft.php>

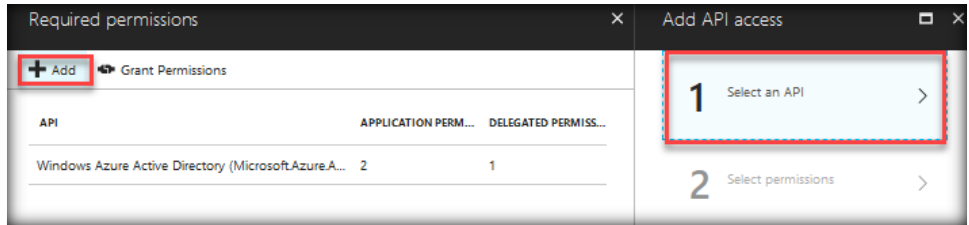


7. Configure the Windows Azure Active Directory API Access:
 - a. In the **Required permissions** section select **Windows Azure Active Directory**, configure the following permissions, and click **Save**

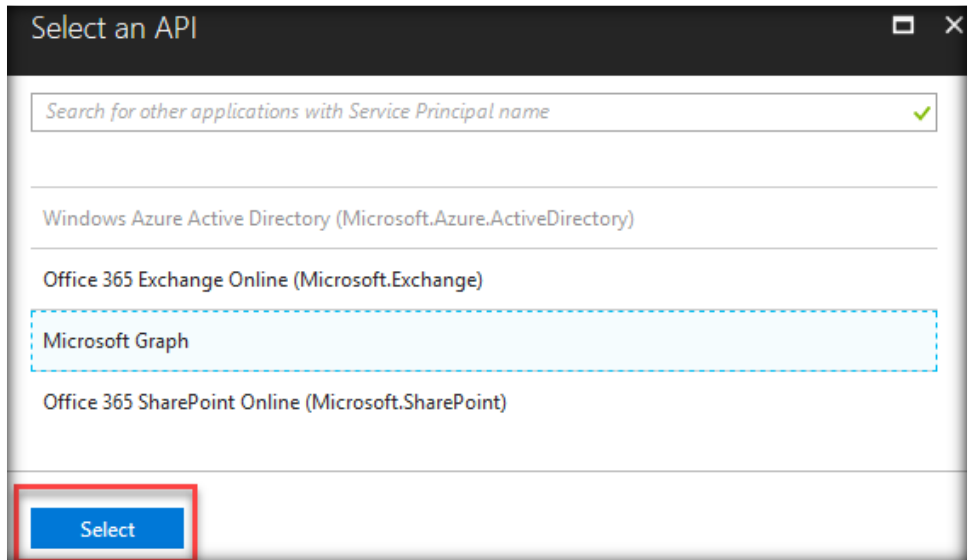
Application	Application Permissions	Delegated Permissions
Windows Azure Active Directory	Read directory data Read and write directory data	Sign in and read user profile



8. Add the Microsoft Graph™ API permissions:
 - a. From the **Required permissions** section click **Add**
 - b. Click **Select an API**



- c. Click on **Microsoft Graph** and then click **Select**

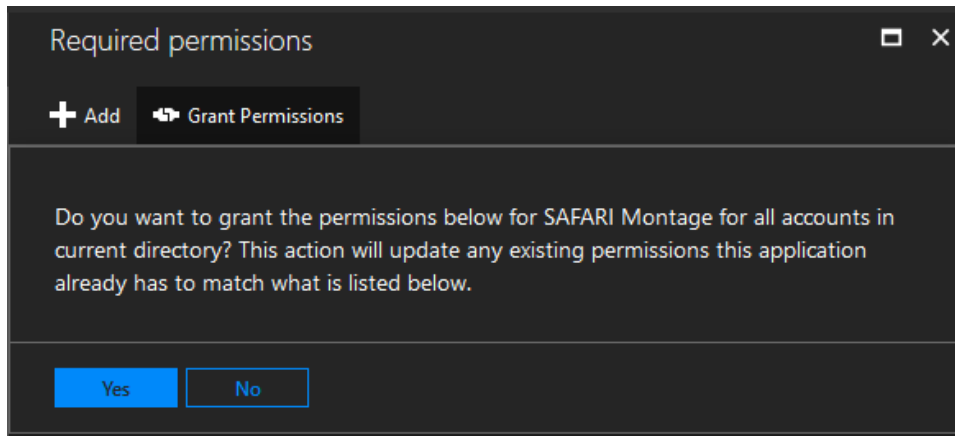


- d. In the **Select permissions** section configure the following permissions:

Application	Application Permissions	Delegated Permissions
Microsoft Graph	Read all groups Read directory data	Sign in and read user profile Read user files

- e. Click **Select** at the bottom and then click **Done** to complete the API configuration.

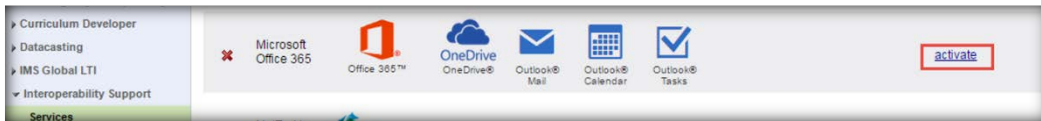
9. Grant/Consent to Access Permissions (must be done by an Azure Administrator account):
 - a. Under the **Required Permissions** section click on **Grant Permissions**
 - b. Click **Yes** to grant the permissions



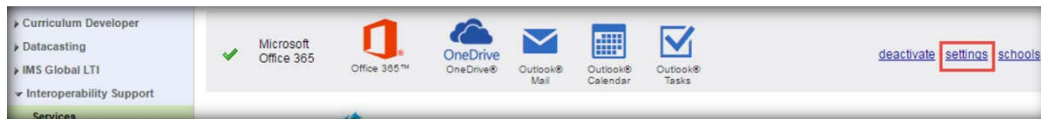
SAFARI Montage Configuration Instructions:

1. Enable the Microsoft Office 365 Integration:

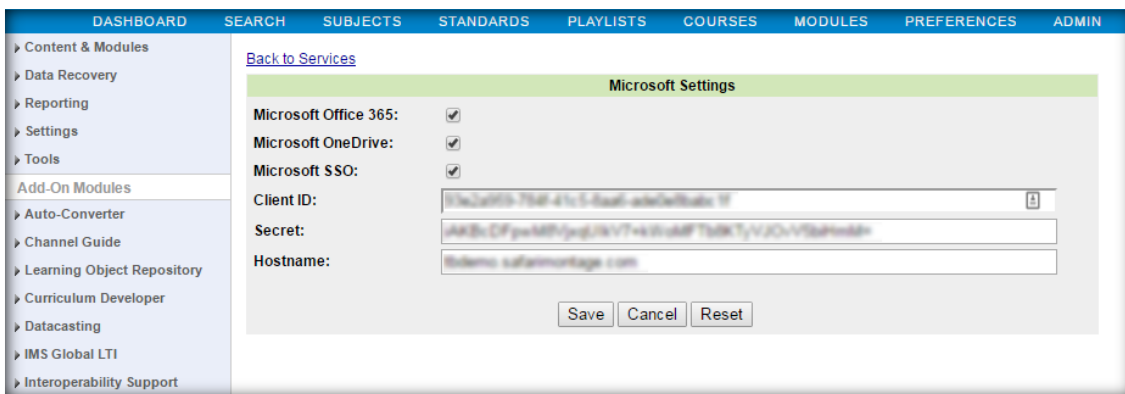
- a. Navigate to **ADMIN > Interoperability Support > Services** and click on the **Activate** link.



- b. Click on the **Settings** link.



- c. Enable or Disable **Microsoft Office 365, Microsoft OneDrive** and **Microsoft SSO** per District preferences.



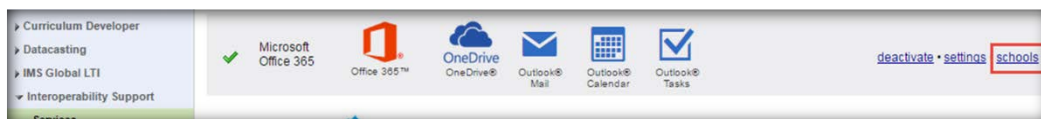
Note:

- Enter the Client ID and Key created for the application created on Microsoft Azure.
- Ensure that the Hostname field contains the publicly accessible, fully qualified domain name of your SAFARI Montage server.
- Enabling Microsoft SSO requires that users be logged in to a Microsoft Azure AD account and have a SAFARI Montage account with a matching email address.

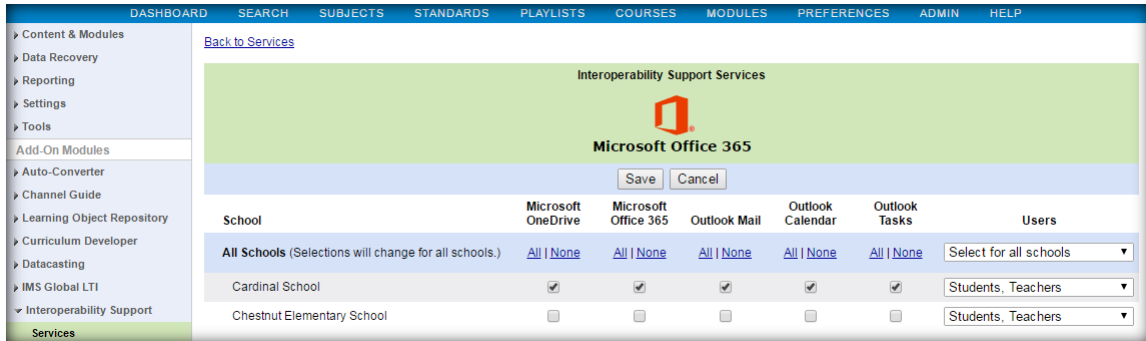
- d. Click on the **Save** button to save the configuration.

2. Configure Microsoft Integration for each School:

- a. After activation, administrators can configure which Schools and User Types will be able to access the integration by clicking on the **Schools** link.



- b. Each School can be configured to enable or disable access to Microsoft OneDrive, Office 365, Outlook Mail, Outlook Calendar calendaring application, and Outlook Tasks™ program, as well as restrict which user types are allowed access to the integration.



- c. Click on **Save** for settings to take effect.

Note:

- *By default, Microsoft OneDrive, Office 365, Mail, Calendar, and Tasks integration are enabled for Students and Teachers (and above).*

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