SLIM Applications

Email Manager 2.3 Administrator Guide

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1. Introduction

Email Manager is a SharePoint Framework (SPFx) App that extends the standard SharePoint functionality for emails.

Email Manager allows for fast viewing of emails and email attachments such as docx, pdf, jpg, … in the browser. The app also allows for extracting email metadata from emails during uploading and capturing values into SharePoint columns. SharePoint document(s) can also be directly attached to a new email.

Email Manager is supported with SharePoint Online and Microsoft Teams. The Email Manager functionality can be exposed in Microsoft Teams by adding the SharePoint library as a separate tab using "Website". This way users can drag and drop emails from Outlook, automatically extract email metadata during uploading, view emails + email attachments and attach documents to new emails directly using their Teams app.

The details of the supported browsers, client operating systems are described in the Email Manager release notes (see https://www.slimapplications.com/product/email-manager/).

2. Installation

This section describes the initial installation of the Email Manager App.

The following prerequisites need to be met:
1. The file EmailManager.sppkg has been downloaded from our web site.
2. Account with permissions to install Apps into the SharePoint App catalog "Apps for SharePoint".
3. Optional: Microsoft SPO Management Shell, PnP PowerShell or CLI for Microsoft 365 to set properties for the Email Manager app. The properties can also be configured using a txt file for testing / evaluation purposes.

2.1 Installation of the SPFx App

Execute the following steps to install the app:

1. Browse to https://admin.microsoft.com/
2. In the "Admin centers" section (under "Show All") select the "SharePoint" link
3. Select "More features" in the left-hand side navigation and click on "Open" in the Apps section.
4. In the Apps page click on "App Catalog"
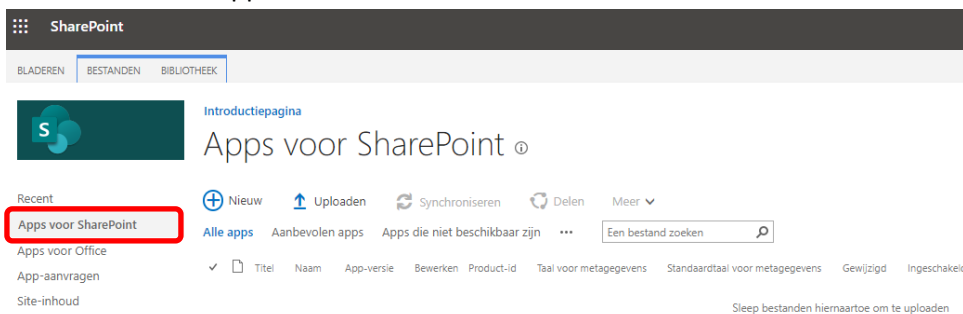5. Click on the link "Apps for SharePoint"

Figure 1. Apps for SharePoint.

6. Upload the EmailManager.sppkg file using the "Upload" button or use drag and drop.

7. The confirmation screen is displayed.
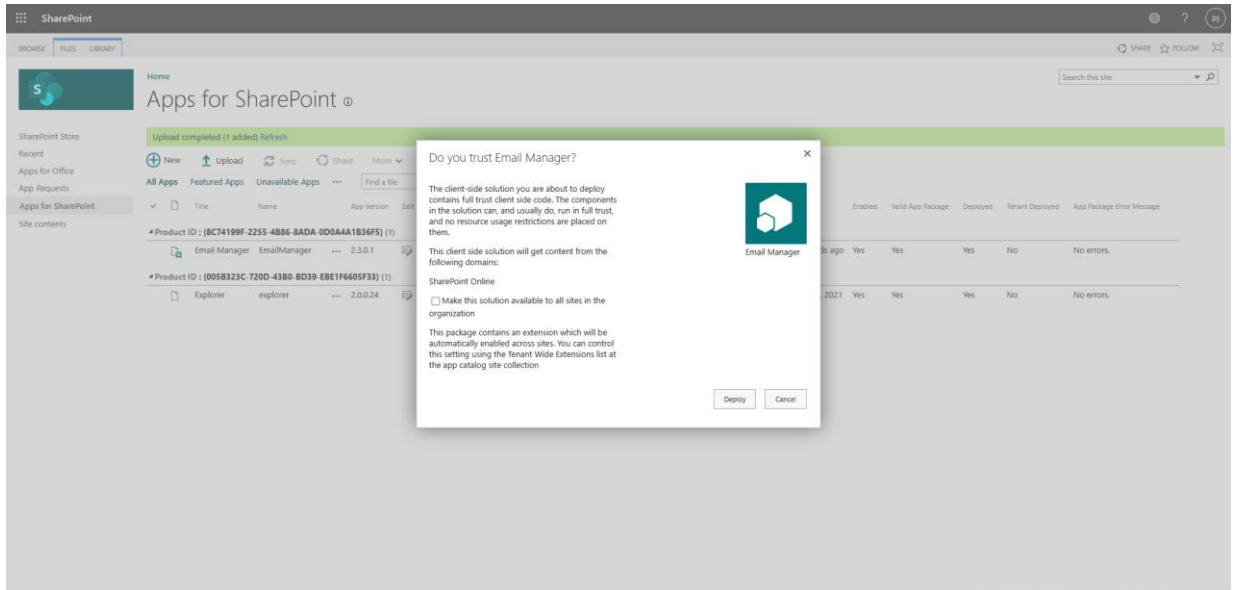
Figure 2. Confirmation screen Email Manager.

The App supports tenant wide deployment. It is recommended to only select the checkbox for "Make this solution available to all sites in the organization" if you plan to deploy the App tenant wide. In all other cases leave the checkbox unchecked.

8. Click Deploy
9. Use the ellipsis (…) to check in the App in case it has been automatically checked out.
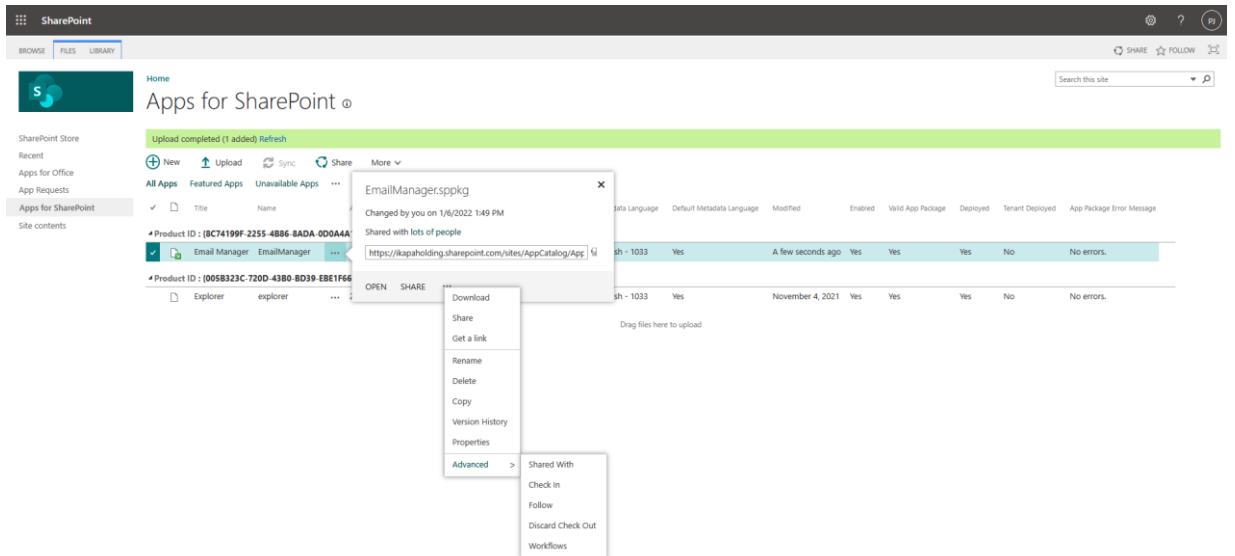
Figure 3. "Check in" option for the Email Manager App.

The following steps apply to manual deployment of the App to selected sites. To deploy the App to all (or a large number of sites) using PowerShell see Appendix E.

10. Browse to a SharePoint site
11. Select "Settings" | "Add an app"
12. In the left-hand menu select the link "From Your Organization"
    This shows a list with available apps.

Figure 4. Page with the available Apps

13. Select the Email Manager App and use the link at the top of the screen to return to the "Site contents page".
14. Wait a short while (this may take up to a minute) until the App is installed and available

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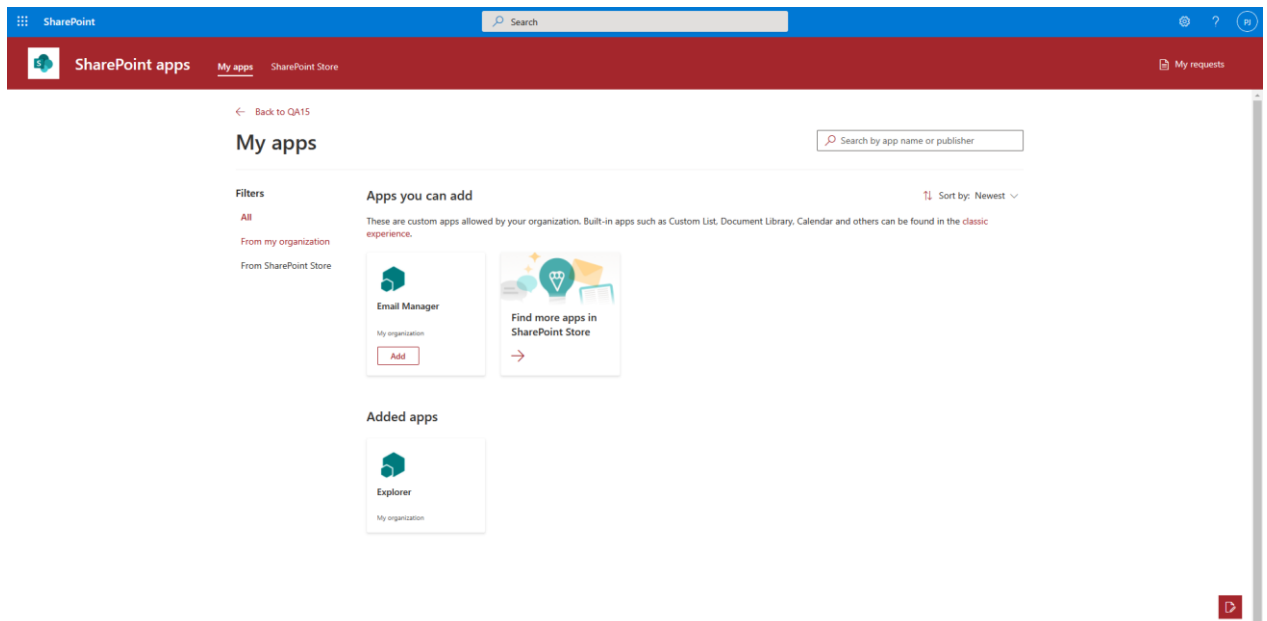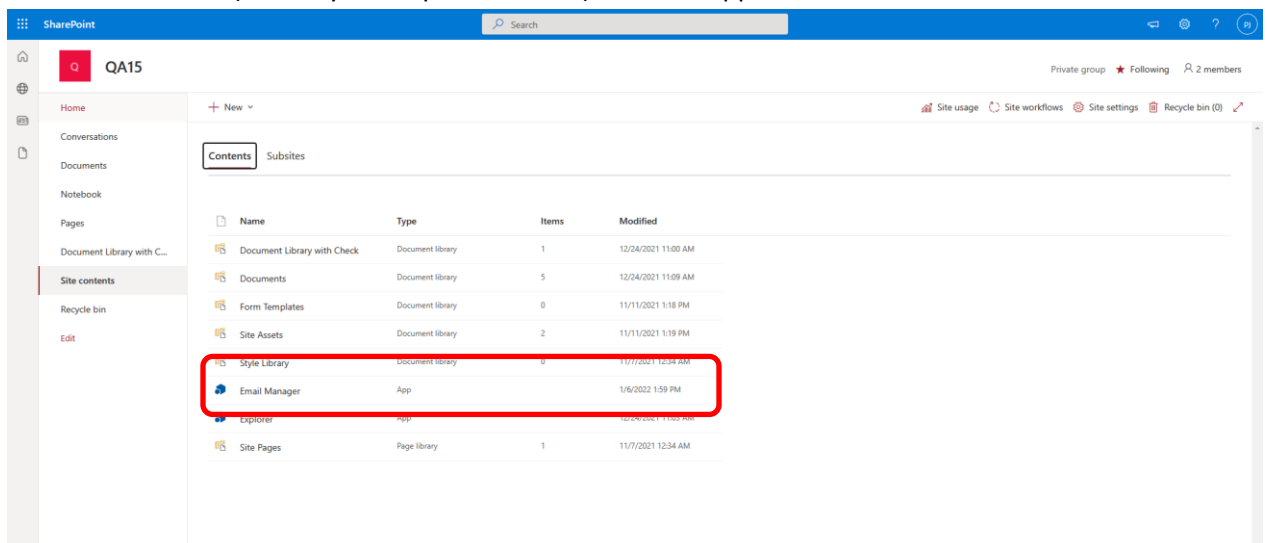Figure 5. Site Contents with the available "Email Manager" App.

2.2 Testing

1. Browse to a Document library in your SharePoint site
2. Check if the button "View email(s)" is shown in the ribbon (for modern view).
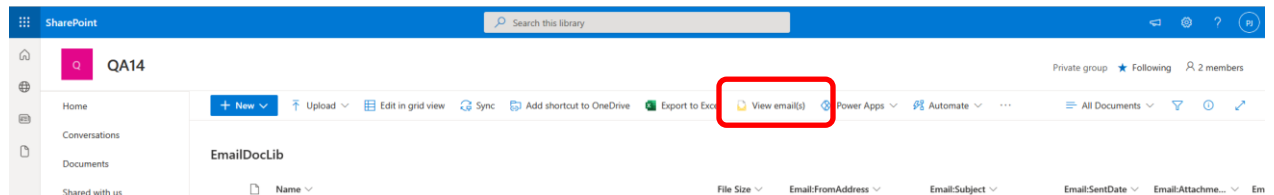
Figure 6. Document library (modern view) with the "Email view(s)" button.

Note: in case the "Email view(s)" button is not displayed refresh the page by simultaneously clicking CTRL and your browser's refresh button.

3. Select an email or document. Verify that the button "Mail item(s)" is displayed in the ribbon.

2.3 Deploying a new version

Deploying a new version of the App is as simple as adding the new sppkg file to the "Apps for SharePoint" catalog.

1. Upload the latest sppkg file to "Apps for SharePoint"
2. When the following dialog is shown click "Replace it".
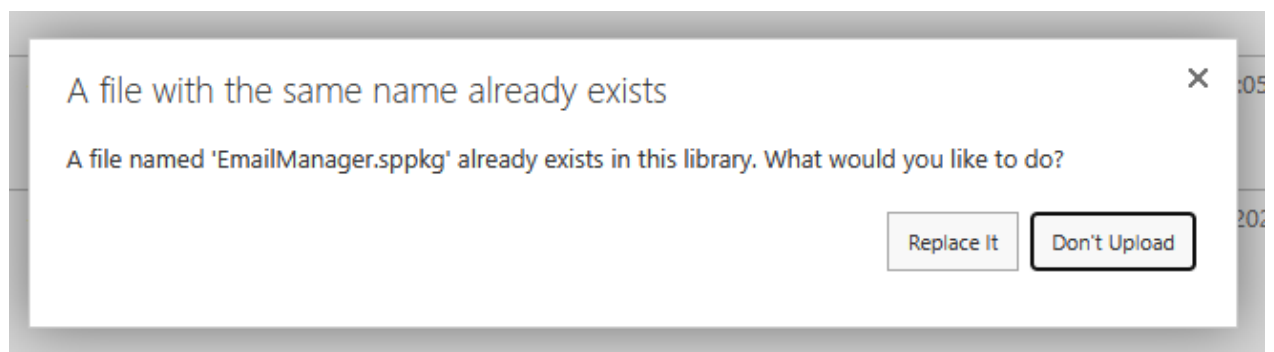
Figure 7. Dialog window when uploading a new version of the App.

3. Browse to the site where the App has been installed and open "Site contents".

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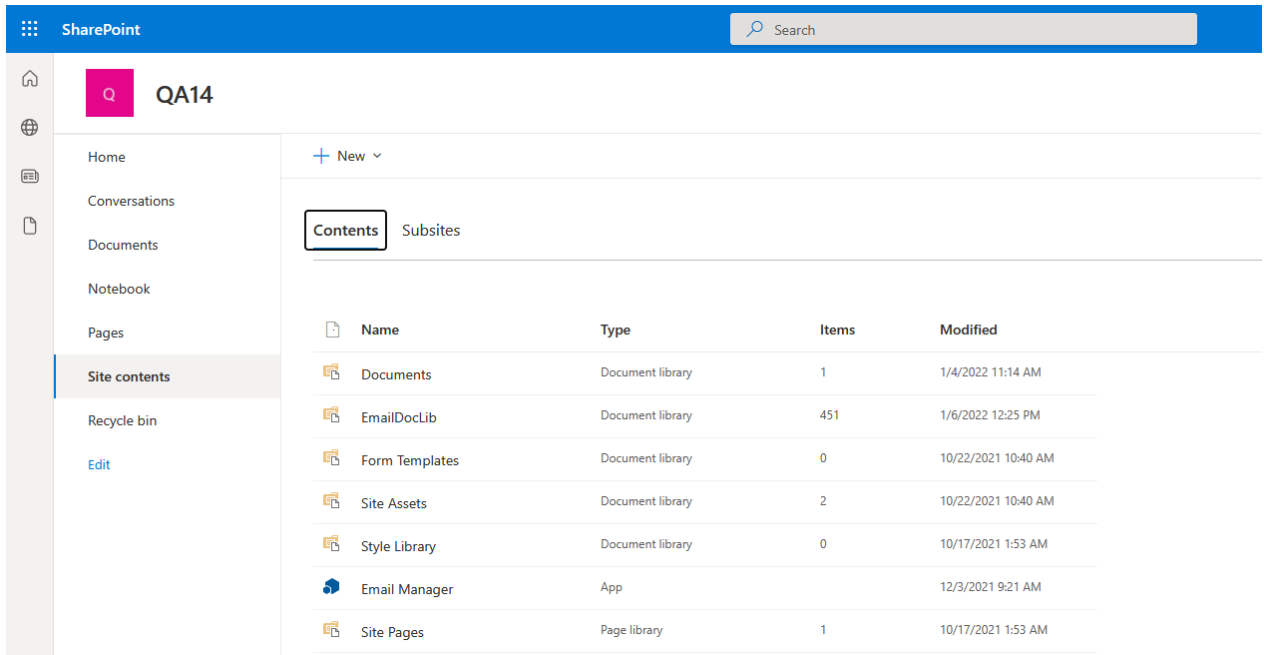
Figure 8. Site contents for a site with the Email Manager installed.

4. Select the "Details" option for the Email Manager (under …). This shows the following screen.
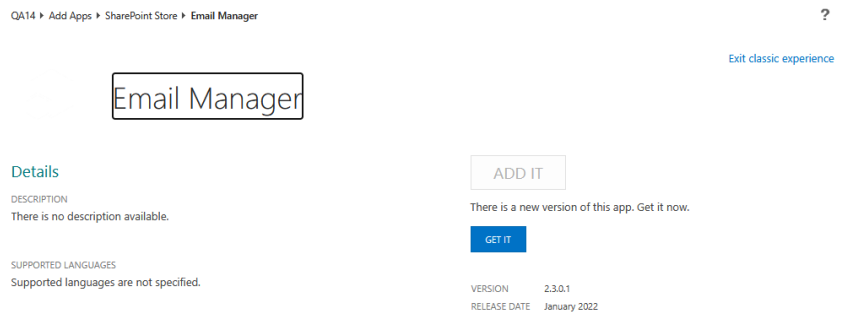
Figure 9. Update window for Email Manager

5. Click "GET IT".
6. Browse to the document library
7. Click CTRL + your browser's refresh button to avoid caching problems
8. View an email and click "About" in the top right corner to check that the correct version is used.

2.4 Removal of the App

The steps below apply to sites where the Email Manager App has "manually" been deployed. In case the App has been deployed using PowerShell see instructions in Appendix E.

Browse to the site where the App has been deployed and open the "Site contents" page

1. Click on the ellipsis (…) of the Email Manager App and select the option "Remove".
2. You may be asked to switch to the classic view
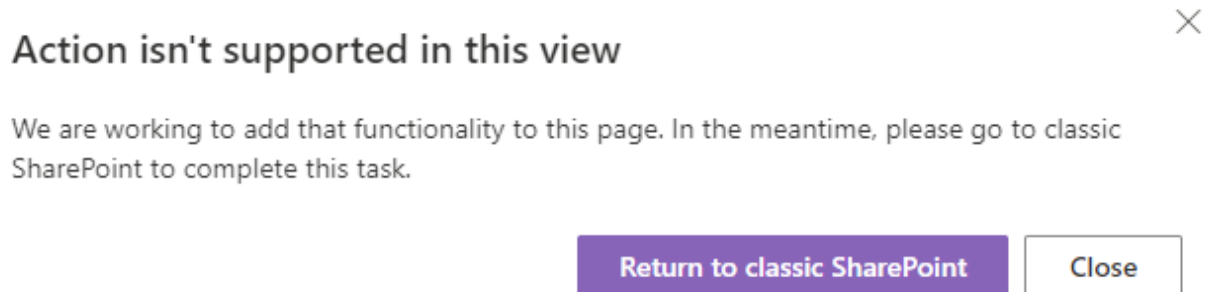
Figure 10. Dialog about removing apps using modern view.

3. Click "Return to classic SharePoint"
4. Click on "Email Manager" and select the option "REMOVE"
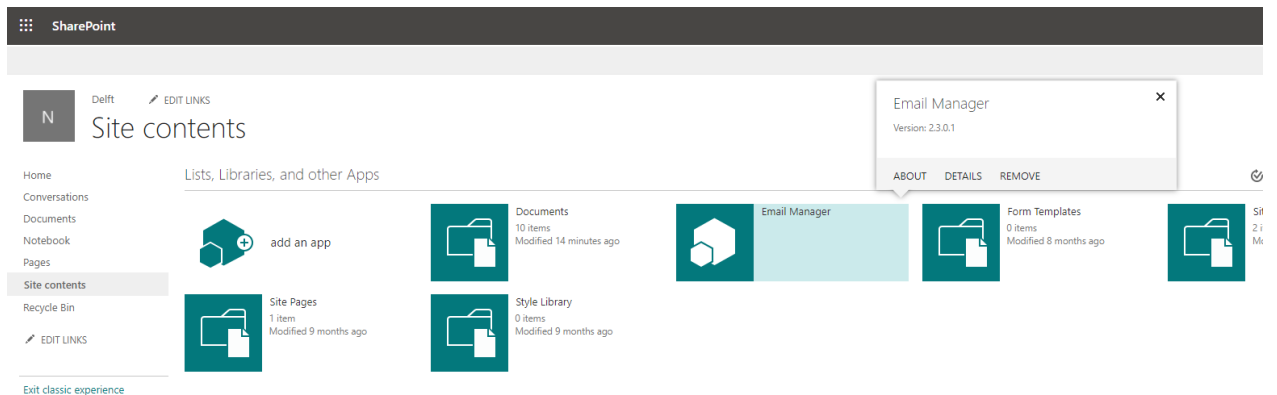
Figure 11. Classic view of "Site contents".

5. Click "OK" to confirm.
6. Repeat steps 1 through 6 for each site where the app has been "manually" deployed.

    The following steps are necessary to remove the App from the App catalog
7. Open "Apps for SharePoint"

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![SLIM Applications logo]

8. Click on the ellipsis (…) for the Email Manager App
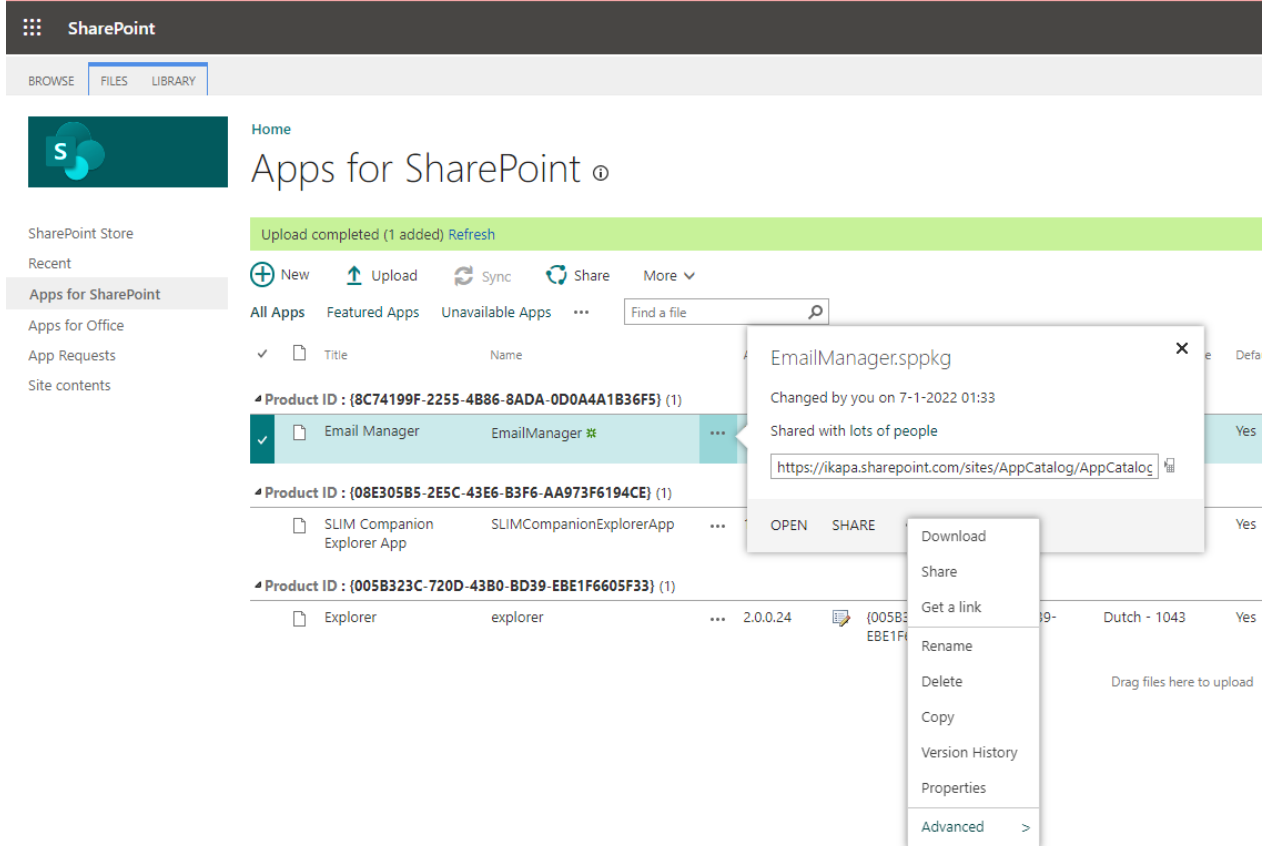
Figure 12. Deleting an app from "Apps for SharePoint".

9. Select the option "Delete"
10. Confirm by clicking "OK"
11. Browse to "Site contents" and click "RECYCLE BIN" (top right)
12. Delete the EmailManager.sppkg file from the recycle bin
13. Exit the classic experience and at the bottom of the page click "Second-stage recycle bin"
14. Delete the EmailManager.sppkg file from the second stage recycle bin
15. Confirm by clicking "Delete"

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3. Configuration

In this section additional instructions are provided to configure the Office cache library and to configure metadata mapping. Both features are optional and without configuration the optional functionalities will not be available in the app.

3.1 Office Cache library

Email Manager 2.2.0.94 and later versions support viewing of Office email attachments directly in the browser.

This feature uses a central library as a cache location in the SharePoint cloud. This feature increases the adoption of SharePoint Online and increases user productivity. It also eliminates the need to have Office apps installed on the end users' computer (e.g., macOS) and reduces exposure of sensitive content via the local computer (compliance) because the Office files do not need to be downloaded to the end users' local machine.

The central library needs to be configured to ensure users can only view their own files. Execute the following steps to configure this central cache location in a separate site:

1. Login as site collection admin (or other role with permissions to create a new site)
2. Create a new site. For example: OfficeCache.
3. Browse to the newly created site and create a library. For example: Cache
4. Browse to the Settings page of the library and click "Permissions for this document library"
   - stop inheriting permissions
   - remove existing groups (3x)
   - grant access to "everyone except external users" with permission level = Contribute
5. Browse to the Settings page of the library and select "Versioning Settings"
   - Require content approval: checked
   - Draft Item Security = Only users who can approve items (and the author of the item)
   - click "OK"
6. Browse to the Settings page of the library and select "Advanced settings":
   - "Allow items from this document library to appear in search results?" No
   - click "OK"

The final step is to configure the Email Manager app to use the cache library. The configuration is made using so-called tenant properties (see https://docs.microsoft.com/en-us/sharepoint/dev/spfx/tenant-properties?tabs=sprest) or using a txt file for testing/evaluation purposes.
The tenant properties can only be set using Microsoft SPO Management Shell, PnP PowerShell or CLI for Microsoft 365.

The instructions below are for PnP PowerShell:
1. Open a PowerShell window with Run as Administrator
2. Enter the following commands (after replacing <tenant>)

```
$tenant = "https://<tenant>.sharepoint.com/"
$cred = Get-Credential
```

```
Connect-PnPOnline -Url $tenant -Credentials $cred
Set-PnPStorageEntity -Key OfficeCacheLocation -Value
"https://<tenant>.sharepoint.com/sites/OfficeCache/Cache" -Description "Absolute url to the
cache library (excl. /forms part)"
```

Note #1: if the tenant uses multiple factor authentication (MFA) use
Connect-PnPOnline -UseWebLogin -Url $tenant

Note #2: To check the value of the field, use the following command
Get-PnPStorageEntity -Key OfficeCacheLocation

Note #3: To remove the field use
Remove-PnPStorageEntity -Key OfficeCacheLocation

Testing
Upload an email with one or more Office attachments (e.g., docx, xlsx, pptx or vsdx) and use the Email
Manager's "View email(s)" button to view the email in the browser. Verify that clicking the email Office
attachment results in the opening of the attachment in the browser.

Characteristics
The cache library has the following characteristics.

1. The site is not directly accessible for users.
2. Users can only open the cache library.
3. Users will only see their **own** document(s) because of the configuration of the library with
   content approval.
   Documents from other users are not visible.
4. The documents in the cache library are not indexed by the search engine.
5. Cached documents are automatically purged when the user views a different Office attachment,
   and the cached document(s) exceeds the threshold (1 hour).
6. Purged Office documents are not placed in the site's recycle bin; they are permanently deleted.
7. The site collection administrator who created the site can view all documents present in the
   Cache library.

3.2 Configuring email metadata mapping

Email Manager 2.3 and later support extraction of metadata from emails during uploading and capturing the values into SharePoint columns. This allows for improved sorting, viewing, and searching for emails.

The table below lists the email metadata that can be extracted from emails and captured into SharePoint columns:

Email metadata name	Example
From	Info
From address	info@slimapplications.com
To	Paul de Jong
To address	paul.de.jong@slimapplications.com
CC	Support
CC address	support@slimapplications.com
BCC	Sales
BCC address	sales@slimapplications.com
Message ID	<020f01d7dd7a$fc86f2d0$f50$@slimapplications.com>
Subject	Example message
Conversation	Example message
Sent Date	Fri, 19 Nov 2021 19:23:50 GMT
Received Date	Fri, 19 Nov 2021 19:23:51 GMT
hasAttachment	Yes
Importance	High
Sensitivity	Personal
Categories	Green

Table 1. List with supported email metadata fields.

Note: extracting the email attachments (actual files) into separate SharePoint columns is not supported. The files can be accessed via the "View email(s)" in the browser.

Organizations can choose to extract all of the above email metadata fields or a subset or nothing. The Email Manager tool needs to be configured which email metadata field needs to be captured into which SharePoint column. The mapping between email metadata name and the corresponding SharePoint column is made using tenant properties. Like the configuration of the cache library in the preceding section.

The mapping is best demonstrated using an example. In the following table a subset with 10 of the available metadata columns are mapped against SharePoint columns.

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Email metadata name	EmailManager App name	SharePoint column name* (example)	Type**
From	From	Email_From	Single line of text
From address	FromAddress	Email_FromAddress	Single line of text
To	To		Single line of text / Multiple lines of text
To address	ToAddress	Email_ToAddress	Single line of text / Multiple lines of text
CC	CC		Single line of text / Multiple lines of text
CC address	CCAddress	Email_CCAddress	Single line of text / Multiple lines of text
BCC	BCC		Single line of text / Multiple lines of text
BCC address	BCCAddress		Single line of text / Multiple lines of text
Message ID	MessageID		Single line of text
Subject	Subject	Email_Subject	Single line of text
Conversation	Conversation	Email_Conversation	Single line of text
Sent Date	SentDate	Email_SentDate	DateTime
Received Date	ReceivedDate	Email_ReceivedDate	DateTime
hasAttachment	hasAttachment	Email_Attachments	Choice*
Importance	Importance	Email_Importance	Choice
Sensitivity	Sensitivity		Choice
Categories	Categories		String

Table 2. Details of supported email metadata fields

*this is the internal SharePoint column name shown as an **example**.
** single line of text fields can hold up to 255 characters. Email Manager will truncate values exceeding 255 characters. Use multiple lines of text to cater for values exceeding 255 characters.

Important: the Administrator has full control on the naming of the SharePoint columns.

The Administrator or the site collection administrator needs to create the 10 SharePoint columns on the libraries or at a site level. The internal SharePoint column names can be found by browsing to the library and then opening the "Library Settings" under the cog at the top right corner. In the section "Columns" click on a name and read the internal name from the URL. For example,
https://ikapa.sharepoint.com/sites/NL/_layouts/15/FldEdit.aspx?List=%7B59E8281F-667C-4399-A124-1BFE83E77E1D%7D&Field=Email_From

The values in the tenant properties can be set using the following PowerShell script:

```
Set-PnPStorageEntity -Key From -Value "Email_From"
Set-PnPStorageEntity -Key FromAddress -Value "Email_FromAddress"
Set-PnPStorageEntity -Key ToAddress -Value "Email_ToAddress
Set-PnPStorageEntity -Key CCAddress -Value "Email_CCAddress"
Set-PnPStorageEntity -Key Subject -Value "Email_Subject"
Set-PnPStorageEntity -Key Conversation -Value "Email_Conversation"
Set-PnPStorageEntity -Key SentDate -Value "Email_SentDate"
Set-PnPStorageEntity -Key ReceivedDate -Value "Email_ReceivedDate"
Set-PnPStorageEntity -Key hasAttachment -Value "Email_Attachments"
Set-PnPStorageEntity -Key Importance -Value "Email_Importance"
```

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The -Key is the EmailManager App name (fixed) and the -Value is the SharePoint column name (free for the Administrator to choose).

Appendices A, B and C contain PowerShell scripts to set values, show values (for QA-ing) and remove fields respectively.
Configuring the app via tenant properties is the recommended solution for production use. For testing and acceptance environments where making changes efficiently is important it is also possible to use a text file. This file needs to be named "EmailManagerProperties.txt" and must be placed in the SiteAssets library in the root of the tenant. For example,
https://<tenant>.sharepoint.com>/siteassets/EmailManagerProperties.txt

This text file contains name value pairs separated by an equal sign. See Appendix D.

From=Email_From
FromAddress=Email_FromAddress

Note: when both the tenant properties and the EmailManagerproperties.txt file are present the tenant properties take precedence.

3.3 Special configuration options

This section describes special configuration options. These are optional and not required.

Rename emails using email metadata
Typically when uploading an email from Outlook to SharePoint the email is created with the name <subject>.msg
If that name is already present a sequence number will be automatically added like <subject>(2).msg

EmailManager allows creation of unique names by combining email metadata specified in the field *EmailNameSyntax*. For example, by combining the subject with the sent date the email name becomes <subject>_20220101_165800.msg

This has the additional advantage that sorting emails by name groups the emails by subject **and** automatically places them in a chronological (or reverse chronological) order.

The email naming syntax uses the email metadata field names from the preceding table. For example, to combine the subject and sent date use the following script to set the value for the *EmailNameSyntax field.*

Set-PnPStorageEntity -Key EmailNameSyntax -Value "<Subject>_<SentDate>" -Description "Name convention for emails"

Specifying email content type

Email Manager 2.3.0.20 and later support assigning an email content type. The email content type needs to be specified via the tenant properties.

Set-PnPStorageEntity -Key EmailContentTypeName -Value "SLIM Email" -Description "Name of the content type for emails. (optional)"

Open in app

This optional feature has been introduced in Email Manager 2.0.3.038 and allows for improved integration of SharePoint and the local mail client (e.g. Outlook).

The feature is available from the ribbon, the context menu of emails and in the email preview window. It downloads the selected email(s) and uses the configuration of the local client to directly open the local mail client.

Note #1: this feature depends on the configuration of the local client. This needs to be done independent from the installation of the Email Manager App.
Note #2: Changing the client configuration to directly open emails in the local email client leads to organizations deploying the Email Manager App to all sites in order to offer a consistent behaviour.

The feature is disabled by default and can be enabled by adding a property into the tenant properties

```
Set-PnPStorageEntity -Key ShowOpenInApp -Value "true" -Description "Show 'Open in app' button to
provide integration with local email client. Values true|false. Default behaviour is false."
```

or by adding an extra parameter into the static EmailManagerProperties.txt file

```
ShowOpenInApp=true
```

Values used in choice fields

The following email metadata fields are of type choice:
- hasAttachment with values No, Yes
- Importance with values Low, Normal, High
- Sensitivity with values Normal, Personal, Private, Confidential

These default values can be overwritten using the fields
AttachmentLabels
ImportanceLabels
SensitivityLabels

Set-PnPStorageEntity -Key AttachmentLabels -Value "false,true" -Description "Comma separated list with display values for the presence of attachments"

For example, if an email is uploaded with an attachment and the hasAttachment field has been mapped to a SharePoint column via the tenant properties the value of the column will be set to true.

Automatic correction for time zone
The date fields extracted from emails like date sent are in UTC. Capturing the values into SharePoint columns may confuse users because the values correspond with a different time zone.

Email Manager provides a way to automatically convert the email date values captured into SharePoint columns to the local time zone. This is done by the optional field UTCOffset. This field uses the format hh:mm.

For example, for New Zealand (NZDT) use 13:00 and India (IST) use 05:30.

Note: this setting only applies to the extracted date fields captured into SharePoint columns. The date shown in the email preview uses the local browser's time zone.

Appendix A PnP script to set properties

```
Set-PnPStorageEntity -Key From -Value "Email_From" -Description "Internal SharePoint column name with the 'From' details"
Set-PnPStorageEntity -Key FromAddress -Value "Email_FromAddress" -Description "Internal SharePoint column name with the 'From address' details"
Set-PnPStorageEntity -Key To -Value "Email_To" -Description "Internal SharePoint column name with the 'To' details"
Set-PnPStorageEntity -Key ToAddress -Value "Email_ToAddress" -Description "Internal SharePoint column name with the 'To address' details"
Set-PnPStorageEntity -Key CC -Value "Email_CC" -Description "Internal SharePoint column name with the 'CC' details"
Set-PnPStorageEntity -Key CCAddress -Value "Email_CCAddress" -Description "Internal SharePoint column name with the 'CC address' details"
Set-PnPStorageEntity -Key BCC -Value "Email_BCC" -Description "Internal SharePoint column name with the 'BCC' details"
Set-PnPStorageEntity -Key BCCAddress -Value "Email_BCCAddress" -Description "Internal SharePoint column name with the 'BCC address' details"
Set-PnPStorageEntity -Key MessageID -Value "Email_MessageID" -Description "Internal SharePoint column name with the 'Message ID' details"
Set-PnPStorageEntity -Key Subject -Value "Email_Subject" -Description "Internal SharePoint column name with the 'Subject'"
Set-PnPStorageEntity -Key Conversation -Value "Email_Conversation" -Description "Internal SharePoint column name with the 'Conversation'"
Set-PnPStorageEntity -Key SentDate -Value "Email_SentDate" -Description "Internal SharePoint column name with the 'Sent date' details"
Set-PnPStorageEntity -Key ReceivedDate -Value "Email_ReceivedDate" -Description "Internal SharePoint column name with the 'Received date' details"
Set-PnPStorageEntity -Key hasAttachment -Value "Email_Attachments" -Description "Internal SharePoint column name for 'Attachment' details"
Set-PnPStorageEntity -Key Importance -Value "Email_Importance" -Description "Internal SharePoint column name with the 'Importance' details"
Set-PnPStorageEntity -Key Sensitivity -Value "Email_Sensitivity" -Description "Internal SharePoint column name with the 'Sensitivity' details"
Set-PnPStorageEntity -Key Categories -Value "Email_Categories" -Description "Internal SharePoint column name with the 'Categories' details"
Set-PnPStorageEntity -Key EmailNameSyntax -Value "<Subject>_<SentDate>" -Description "Name convention for emails"
Set-PnPStorageEntity -Key UTCOffset -Value "12:00" -Description "UTC offset is the difference in hours and minutes between Coordinated Universal Time and local time in the format hh:mm"
Set-PnPStorageEntity -Key OfficeCacheLocation -Value "https://slimapplications.sharepoint.com/sites/Swissgrid002/Cache" -Description "Absolute url to the cache library (excl. /forms part)"
Set-PnPStorageEntity -Key AttachmentLabels -Value "No,Yes" -Description "Comma separated list with display values for the present of attachments"
Set-PnPStorageEntity -Key ImportanceLabels -Value "Low,Normal,High" -Description "Comma separated list with display values for the email's importance"
Set-PnPStorageEntity -Key SensitivityLabels -Value "Normal,Personal,Private,Confidential" -Description "Comma separated list with display values for the email's sensitivity"
Set-PnPStorageEntity -Key EmailContentTypeName -Value "SLIM Email" -Description "Name of the content type for emails. (optional)"
Set-PnPStorageEntity -Key ShowOpenInApp -Value "true" -Description "Show 'Open in app' button to provide integration with local email client. Values true|false. Default behaviour is false."
```

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Appendix B PnP script to show email properties

```
Get-PnPStorageEntity -Key From
Get-PnPStorageEntity -Key FromAddress
Get-PnPStorageEntity -Key To
Get-PnPStorageEntity -Key ToAddress
Get-PnPStorageEntity -Key CC
Get-PnPStorageEntity -Key CCAddress
Get-PnPStorageEntity -Key BCC
Get-PnPStorageEntity -Key BCCAddress
Get-PnPStorageEntity -Key MessageID
Get-PnPStorageEntity -Key Subject
Get-PnPStorageEntity -Key Conversation
Get-PnPStorageEntity -Key SentDate
Get-PnPStorageEntity -Key ReceivedDate
Get-PnPStorageEntity -Key hasAttachment
Get-PnPStorageEntity -Key Importance
Get-PnPStorageEntity -Key Sensitivity
Get-PnPStorageEntity -Key Categories
Get-PnPStorageEntity -Key EmailNameSyntax
Get-PnPStorageEntity -Key UTCOffset
Get-PnPStorageEntity -Key OfficeCacheLocation
Get-PnPStorageEntity -Key AttachmentLabels
Get-PnPStorageEntity -Key ImportanceLabels
Get-PnPStorageEntity -Key SensitivityLabels
Get-PnPStorageEntity -Key EmailContentTypeName
Get-PnPStorageEntity -Key ShowOpenInApp
```

Appendix C PnP script to remove email properties

```
Remove-PnPStorageEntity -Key From
Remove-PnPStorageEntity -Key FromAddress
Remove-PnPStorageEntity -Key To
Remove-PnPStorageEntity -Key ToAddress
Remove-PnPStorageEntity -Key CC
Remove-PnPStorageEntity -Key CCAddress
Remove-PnPStorageEntity -Key BCC
Remove-PnPStorageEntity -Key BCCAddress
Remove-PnPStorageEntity -Key MessageID
Remove-PnPStorageEntity -Key Subject
Remove-PnPStorageEntity -Key Conversation
Remove-PnPStorageEntity -Key SentDate
Remove-PnPStorageEntity -Key ReceivedDate
Remove-PnPStorageEntity -Key hasAttachment
Remove-PnPStorageEntity -Key Importance
Remove-PnPStorageEntity -Key Sensitivity
Remove-PnPStorageEntity -Key Categories
Remove-PnPStorageEntity -Key EmailNameSyntax
Remove-PnPStorageEntity -Key UTCOffset
Remove-PnPStorageEntity -Key OfficeCacheLocation
Remove-PnPStorageEntity -Key AttachmentLabels
Remove-PnPStorageEntity -Key ImportanceLabels
Remove-PnPStorageEntity -Key SensitivityLabels
Remove-PnPStorageEntity -Key EmailContentTypeName
Remove-PnPStorageEntity -Key ShowOpenInApp
```

Appendix D Configuring properties using a txt file

This section contains instructions to use a txt file to configure the Email Manager App.

Create a text file name EmailManagerProperties.txt and upload this file to the SiteAssets library in the root of your tenant. For example,

https://<tenant>.sharepoint.com/siteassets/EmailManagerProperties.txt

```
# Configuration settings for Email Manager 2.3
# Only modify the part after the = character
From=Email_From
FromAddress=Email_FromAddress
To=Email_To
ToAddress=Email_ToAddress
CC=Email_CC
CCAddress=Email_CCAddress
BCC=Email_BCC
BCCAddress=Email_BCCAddress
MessageID=Email_MessageID
Subject=Email_Subject
Conversation=Email_Conversation
SentDate=Email_SentDate
ReceivedDate=Email_ReceivedDate
hasAttachment=Email_Attachments
Importance=Email_Importance
Sensitivity=Email_Sensitivity
Categories=Email_Categories
EmailNameSyntax=<Subject>_<SentDate>
UTCOffset=12:00
OfficeCacheLocation=https://ikapa.sharepoint.com/sites/OfficeCache/Cache
AttachmentLabels=No,Yes
ImportanceLabels=Low,Normal,High
SensitivityLabels=Normal,Personal,Private,Confidential
EmailContentTypeName=SLIM Email
ShowOpenInApp=true
# keep as last line
```

The values in this file are optional. For example, if the email metadata extraction is not required and only the Office cache needs to be set use the following lines:

```
# Configuration settings for Email Manager 2.3
# Only modify the part after the = character
OfficeCacheLocation=https://ikapa.sharepoint.com/sites/OfficeCache/Cache
# keep as last line
```

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Appendix E Using PowerShell to deploy and remove the Email Manager App

This section provides instructions to use PnP PowerShell to deploy the Email Manager SPFx App to all sites in a tenant. Instructions to remove the app from all sites are also included.

The scripts are based on PnP-PowerShell (See https://docs.microsoft.com/en-us/powershell/sharepoint/sharepoint-pnp/sharepoint-pnpcmdlets?view=sharepoint-ps). First execute the script in a test environment if possible.

Prerequisites:

1. The Email Manager App has been installed to the tenant App catalog with the checkbox selected for "Make this solution available to all sites in the organization"
3. Account with "Global Administrator" role

Open a PowerShell window with "Run as Administrator" and login as user with global administrator role.

Deploying the App to all sites

```
$tenant = "https://<tenant>.sharepoint.com/"
$cred = Get-Credential
Connect-PnPOnline -Url $tenant -Credentials $cred
$identity = "8c74199f-2255-4b86-8ada-0d0a4a1b36f5"
$sitecols = Get-PnPSiteSearchQueryResults -All foreach($sitecol in $sitecols) {
  Write-Host $sitecol.Title $sitecol.url $sitecol.id
  Connect-PnPOnline -Url $sitecol.url -Credentials $cred
  Install-PnPApp -Identity $identity
}
$sites = Get-PnPSubWebs -Recurse foreach($site in $sites) {
  Write-Host $site.Title $site.url $site.id
  Connect-PnPOnline -Url $site.url -Credentials $cred
  Install-PnPApp -Identity $identity
}
```

Replace <tenant> by your tenant's name

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Removal of the App

Use the below script to remove the App from all sites.

```
$tenant = "https://<tenant>.sharepoint.com/"
$cred = Get-Credential
Connect-PnPOnline -Url $tenant -Credentials $cred
$identity = "8c74199f-2255-4b86-8ada-0d0a4a1b36f5"

$sitecols = Get-PnPSiteSearchQueryResults -All foreach($sitecol in $sitecols) {
  Write-Host $sitecol.Title $sitecol.url $sitecol.id
  Connect-PnPOnline -Url $sitecol.url -Credentials $cred
  Uninstall-PnPApp -Identity $identity
}

$sites = Get-PnPSubWebs -Recurse foreach($site in $sites) {
  Write-Host $site.Title $site.url $site.id
  Connect-PnPOnline -Url $site.url -Credentials $cred
  Uninstall-PnPApp -Identity $identity
}
```

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Appendix F Configuring managed properties

This section describes the configuration of the managed properties to provide users with an Outlook like search capabilities for email metadata.

Prerequisites:

1. The SharePoint columns to hold the email metadata have been created. See section 3.2.
2. The tenant properties have been configured.
3. Account with permission to modify the SharePoint search configuration.

Instructions:

1. Browse to https://admin.microsoft.com/
2. In the "Admin centers" section (under "Show All") select the "SharePoint" link
3. Select "More features" in the left-hand side navigation and click on "Search" in the Apps section.
4. Click on "Manage search schema"
5. Click "New Managed property"
6. Create a property with the following characteristics
   - in the field property name enter: From
   - type = text
   - searchable: enable checkbox
   - retrievable: enable checkbox
   - queryable: enable checkbox
   At the bottom of the page click "Add a Mapping"
   Search for the crawled property containing the from details, e.g., Email_From
7. Click "Add a Mapping" for the 2nd time
   Search for the crawled property containing the fromaddress details, e.g., Email_FromAddress
8. Click "OK"
9. Repeat steps 5 through 8 for other fields such as:
   - To
   - Subject
   - CC
   - Sent
   - Received
   - hasattachment
   Note: use type = text for all cases

Testing:

1. Upload multiple emails and wait a short while for the emails to get indexed.
2. Test the various search queries

SLIM Applications

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