



# Side Loading Mail Approval Add-in for Forms

## Setup Guide

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## 2 Installing

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- Login as the **Global Administration** on O365.

Your Install package includes

- Akumina.Interchange.MailAddin.xml

### 2.1 Using InterChange to manage Content

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The Akumina.Interchange.MailAddin.xml will need to be configured, if you plan on managing your content using Akumina's InterChange on Desktop, Tablets and Mobile phones. Three exact lines in this file will need to be updated to point to your InterChange Domain URL.

- Edit the **Akumina.Interchange.MailAddin.xml** using Note Pad.
- Three lines in this file will need to be changed to point to InterChange's Domain URL. Example if you created a Web application in Azure your Domain for InterChange may look like this

<Domain URL> - <https://YourAzureSiteName.azurewebsites.net>

Change **<DomainURL>** below to your appropriate DOMAIN URL and subsite this line for each of the 3 **<SourceLocations>** found in the xml file (1. DesktopSettings 2. TabletSettings 3. PhoneSettings)

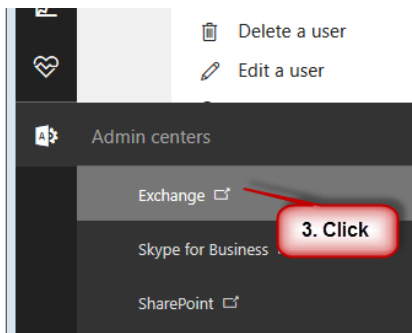
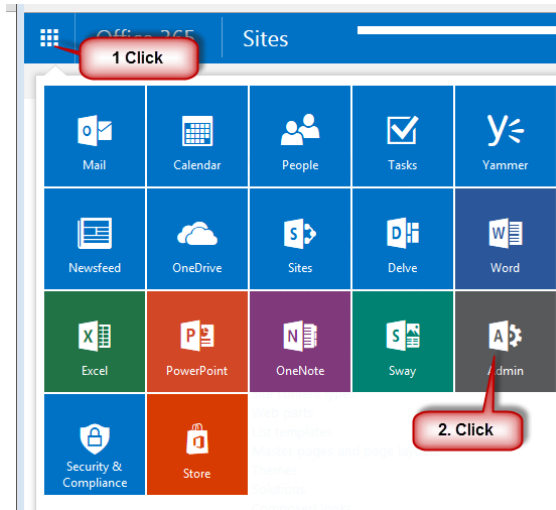
<SourceLocation DefaultValue="**<DomainURL>**/Areas/MailAddin/AppRead/Home/Home.html"/>

```
<Form xsi:type="ItemRead">
  <DesktopSettings>
    <SourceLocation DefaultValue="<DomainURL>/Areas/MailAddin/AppRead/Home/Home.html"/>
    <!--<SourceLocation DefaultValue="~remoteAppUrl/Areas/MailAddin/AppRead/Home/Home.html"/>-->
    <RequestedHeight>250</RequestedHeight>
  </DesktopSettings>
  <TabletSettings>
    <SourceLocation DefaultValue="<DomainURL>/Areas/MailAddin/AppRead/Home/Home.html" />
    <RequestedHeight>250</RequestedHeight>
  </TabletSettings>
  <PhoneSettings>
    <SourceLocation DefaultValue="<DomainURL>/Areas/MailAddin/AppRead/Home/Home.html" />
  </PhoneSettings>
</Form>
```



#### 2.1.1 Adding Akumina.Interchange.MailAddin.xml to Exchange's "add-ins"

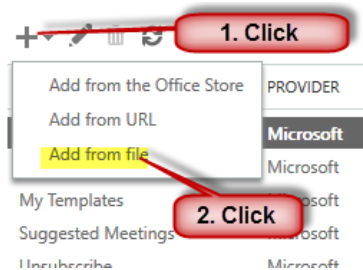
- Navigate to **Admin > Admin Centers** (left Column) > **Exchange**.



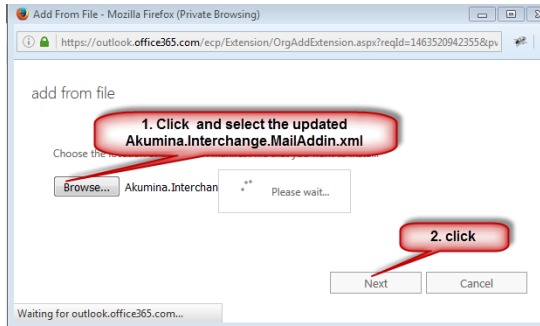
➤ Under the “**organization**” header click on “**add-ins**”.



➤ Click on “+” and from the dropdown menu select “**Add from File**”.



➤ Browse and Select the updated **Akumina.Interchange.MailAddin.xml** from your local machine, and click on Next.



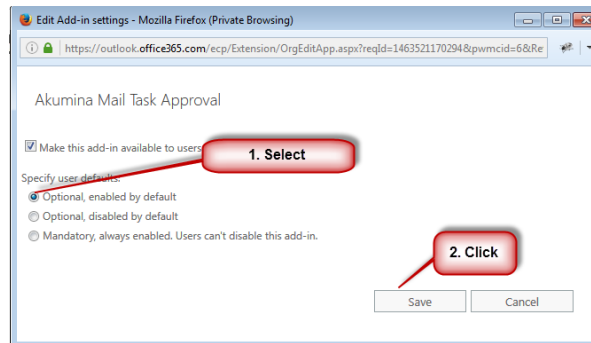
“Akumina Mail Task Approval” will appear in a **Disable state**. Double click on “**Akumina Mail Task Approval**”, a modal window will appear, select Radio button “**Optional by default**” and then **SAVE**.

Add-ins let your users do and see more without leaving their mailbox. The following list shows add-ins that have been installed for the organization. [Find m](#)



NAME	PROVIDER	USER DEFAULT	PROVIDED TO
Action Items	Microsoft	Enabled	Everyone
<b>Akumina Mail Task Approval</b>	<b>Akumina, Inc.</b>	<b>Enabled</b>	<b>Everyone</b>
Bing Maps	Microsoft	Enabled	Everyone
My Templates	Microsoft	Enabled	Everyone
Suggested Meetings	Microsoft	Enabled	Everyone
Unsubscribe	Microsoft	Enabled	Everyone

Double Click



## 3 Configure Workflow

### 3.1 Activate Workflow on the Site Collection

- Navigate to “**Site Settings**” > **Manage Site Features** (found under heading Site Actions).
- Click on “**Activate**” for “**InterChange Single Stage Approval**” and

- Click on “**Activate**” for “**Workflows can use app permissions**”.



Workflow template "InterChange Single Stage Approval" from web template "Ignite" Deactivate Active

Workflows can use app permissions Deactivate Active

Allow workflows to read from and to write to all items in this site.

These two Features must be ACTIVE

### 3.2 Find and SAVE the “App ID” for the Site Collections Workflow

To create the custom Workflow, we need the “App ID” for workflow for your site collection.

- Navigate to “**Site Settings**” > “**Site app Permissions**” (found under heading “Users and Permissions”).

- Here you will find an app display name for Workflow – Copy and save the “**App ID**” for the Workflow example: `bface90-5e7b-48dd-997b-635640c878b3`

EDIT LINKS

Site Settings › Site App Permissions

	App Display Name ↑
X	Akumina Hosted DMS Addin
X	Akumina InterChange
X	Workflow

Copy the highlighted “App ID” found here

App Identifier
i0i.t ms.sp.int 43b45719-16db-46b8-84fe-0e3ec8a4...@ea73eb37-3247-49f8-8329-0e89192e9
i0i.t ms.sp.ext 62356372-6b4e-42f4-9a9d-4cae52...e43e3@ea73eb37-3247-49f8-8329-0e89192e9
i0i.t ms.sp.ext  <b>bface90-5e7b-48dd-997b-635640c878b3</b> @ea73eb37-3247-49f8-8329-0e89192e9

### 3.3 Grant Permissions for Workflow via {Site Collection}/\_layouts/15/appinv.aspx.

- Append `/_layouts/15/appinv.aspx` onto the Site Collection URL and enter it into a browser
- Enter the “App ID” for Workflow found [above](#) into App ID.  
Example: `bface90-5e7b-48dd-997b-635640c878b3`
- Click On “**Lookup**”, all the field will auto fill in except “Permission Request XML:”
- Paste the following lines into the “**Permission Request XML:”**, to grant full control permission. (Note: There are no placeholders in the Scope value below. It is a literal value. Enter it exactly as it appears here.)

```
<AppPermissionRequests>
<AppPermissionRequest Scope="http://sharepoint/content/sitecollection/web" Right="FullControl" />
</AppPermissionRequests>
```

- Click on **Create**.

App Id:

Title:

App Domain:   
Example: "www.contoso.com"

Redirect URL:   
Example: "https://www.contoso.com/default.aspx"

Permission Request XML:

```
<APP PERMISSION REQUESTS>  
<APP PERMISSION REQUEST  
SCOPE="HTTP://SHAREPOINT/CONTENT  
/SITECOLLECTION/WEB"  
RIGHT="FULL CONTROL" />  
</APP PERMISSION REQUESTS>
```

**1. Enter Client Id for Workflow**

**2. Click on Lookup, the Title, App Domain and Redirect URL- will Auto Fill**

**3. Paste the AppPermissionRequest**


**4. Click**

➤ Click on **"Trust It"** for Workflow.

Do you trust Workflow?

Let it have full control of this site.

Let it access basic information about the users of this site.



Workflow

**Click**