KRONOLOGIC

HOW TO GUIDE

Microsoft Teams Integration

Microsoft Teams Integration Overview

Objective
Ability to integrate with Microsoft Teams to automatically generate a unique meeting link to

- update the location field of the accepted meeting on the Host's calendar
- update the meeting invite description field with the Microsoft Teams conference details

Authentication
Kronologic uses the standard OAuth 2.0 protocol to authenticate; the open protocol enables authorization and a secure data sharing between Kronologic and Microsoft Teams.
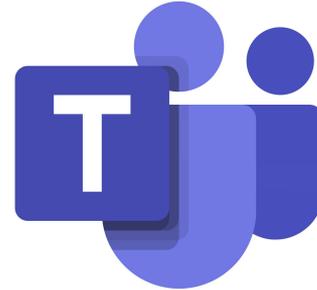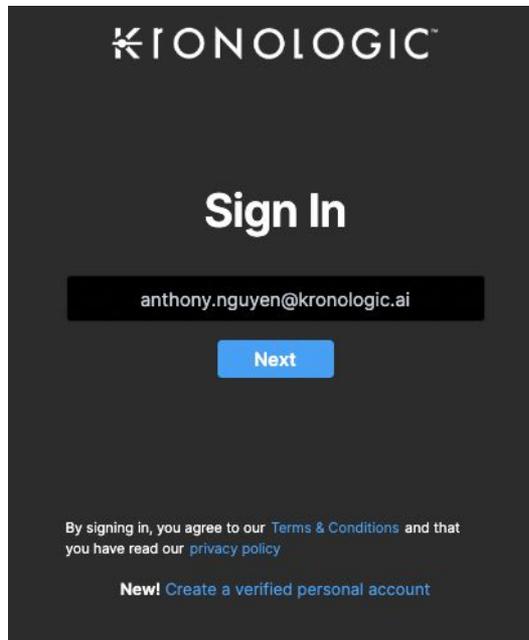
Log into Kronologic

Open your browser and go to
us.app.kronologic.ai

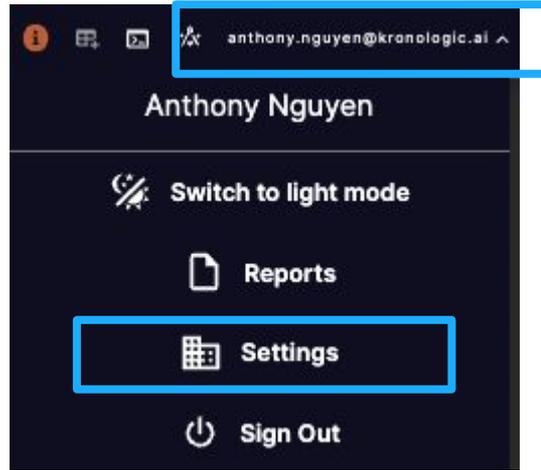Enter in your corporate email address and click
Next

If SSO is activated, you do not need to enter in your password. Otherwise, please enter in your password to log in.

Access User Profile Settings

Once you have logged in, go to the top right corner and click on your email address

Select **Settings**

Access Microsoft Teams Integration and Connect

Navigate to **Integrations** on the left panel menu in your **App Settings**

Navigate to **User Integrations → Microsoft Teams** and click **CONNECT**

Settings

App

Integrations

Build Information

User Integrations

Microsoft Teams Beta

CONNECT
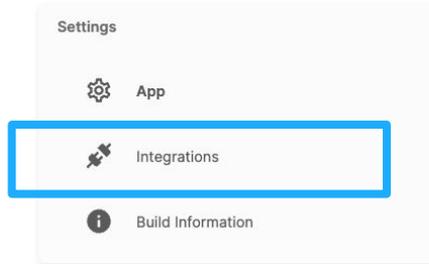
Allow Integration with Microsoft Teams

Click Yes to allow Kronologic to integrate with MS Teams

If you received the **Need admin approval** request, your company security settings restricted access from Kronologic. Please contact your IT support team to have Kronologic approved. Once approve you can follow the same steps in this document to re-connect.

Confirm Microsoft Teams Integration is Successful

After allowing Kronologic to integrate with MS Teams, it will take you back to the **Settings** screen

Confirm connection is successful by going back to **Integrations → MS Teams.** The **DISCONNECT** button will be visible to confirm connection is successful.