

# KRONOLOGIC

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## HOW TO GUIDE

Microsoft Teams Integration

# Microsoft Teams Integration Overview

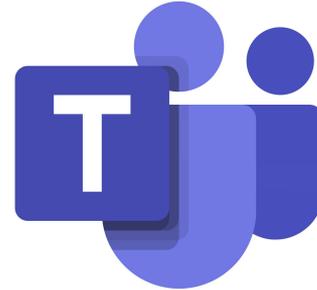
## Objective

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.

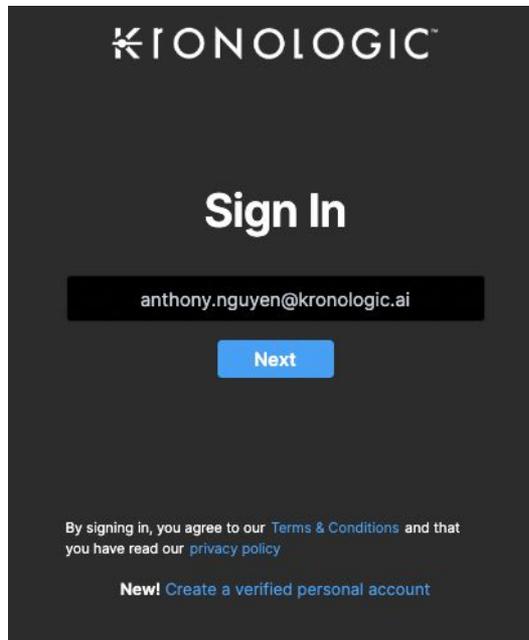


# Log into Kronologic

Open your browser and go to [us.app.kronologic.ai](https://us.app.kronologic.ai)

Enter in your corporate email address and click **Next**

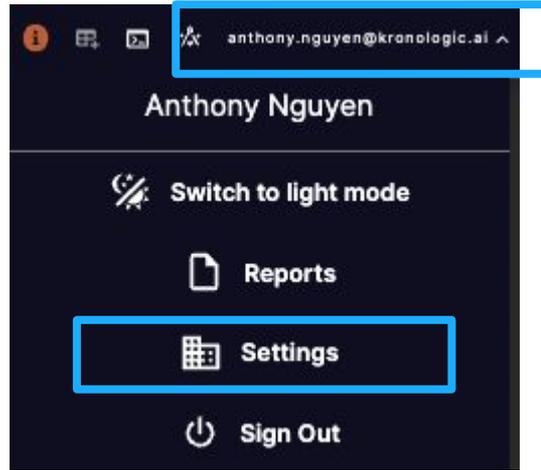
If SSO is activated, you do not need to enter in your password. Otherwise, please enter in your password to log in.



# Access User Profile Settings

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

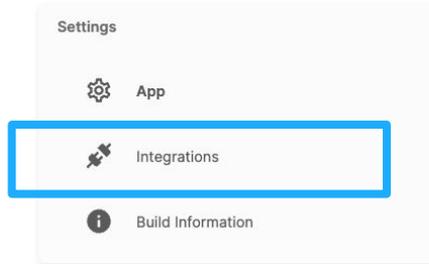
Select **Settings**



# 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**



# 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 approved you can follow the same steps in this document to re-connect.



vanatuan@gmail.com



Kronologic MS Teams needs your permission to:

 **Maintain access to data you have given Kronologic MS Teams access to**  
Allows Kronologic MS Teams to see and update the data you gave it access to, even when you are not currently using the app. This does not give Kronologic MS Teams any additional permissions.

 **Read your profile**  
Kronologic MS Teams will be able to read your profile.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://microsoft.com/consent>. [Show details](#)

No

Yes

**Need admin approval**



needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.

[Have an admin account? Sign in with that account](#)

[Return to the application without granting consent](#)

# 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.



## App settings

Update

### General

Change general parts of the application.

First Name

Karen

Last Name

Kronologic

Meeting Link

https://us02web.zoom.us/j/12345678

Location

San Francisco, CA

Title

Account Executive

Signature Block

USE DEFAULT SIGNATURE?

Normal B I U G ' ' ☰ ☷ ☹ ☺ ☻

Karen Kronologic  
Account Executive  
Kronologic

## User Integrations

 Microsoft Teams Beta

Connected **DISCONNECT**