

Shaw) Business

**SMARTVOICE WITH CISCO WEBEX**

# **SHAREPOINT INTEGRATION GUIDE**

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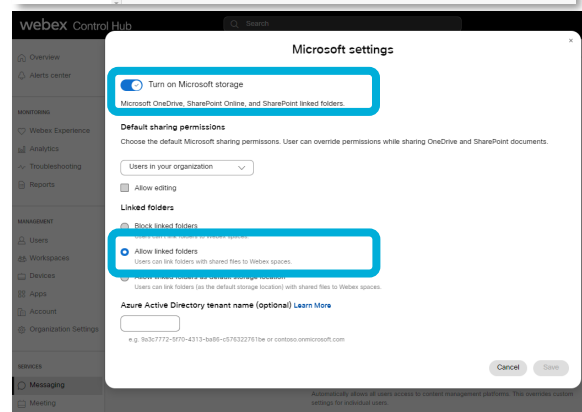
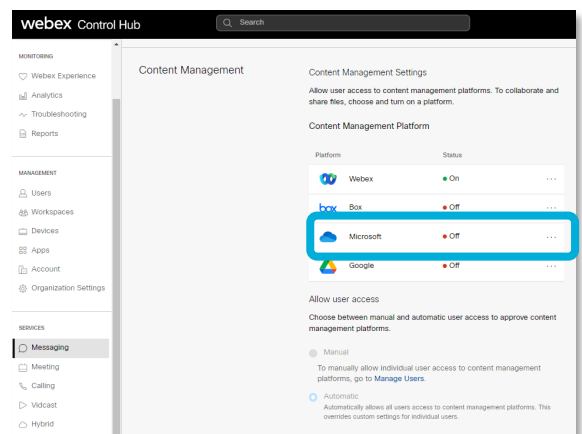
# SMARTVOICE WITH CISCO WEBEX SELF-SERVE SHAREPOINT INTEGRATION GUIDE

This user guide will show you how to connect Cisco Webex to Microsoft SharePoint so you can share files and documents with your team on Webex.

## PROVISIONING MICROSOFT CONTENT MANAGEMENT FOR A WEBEX ORGANIZATION

Before you can begin, you must first have a Webex Organization Admin navigate to the Content Management section in the Webex Control Hub. An administrator can choose to provision (configure, enable and authorize) the integration for their organization. Additionally, the user must independently authorize Webex to access OneDrive and/or SharePoint Online on their behalf.

1. Once you are in the Webex Control Hub in the Content Management settings, turn on the status for Microsoft to allow storage and linked folders. When “Allow linked folders” is turned on, folders can always be assigned as a default storage location. You are able to restrict access to folders, but only to other users within your Microsoft organization.
2. With “Allow user access”, you can authorize user access to content management either automatically or manually.
3. To learn how to configure specific content management settings for individual users or your enterprise, visit [Webex | Provision Content Management](#).



## ADDING MICROSOFT ONEDRIVE AND SHAREPOINT ONLINE ACCOUNT TO THE WEBEX APP

Now that the right content settings are enabled, you can access your company's enterprise content management system from within Webex. When you add your account, you can share and edit Microsoft OneDrive or SharePoint Online files directly from Webex spaces. If you're an organization that has multiple Webex users, each user needs to be connected to the OneDrive or SharePoint online account to gain access on each device.

### Windows

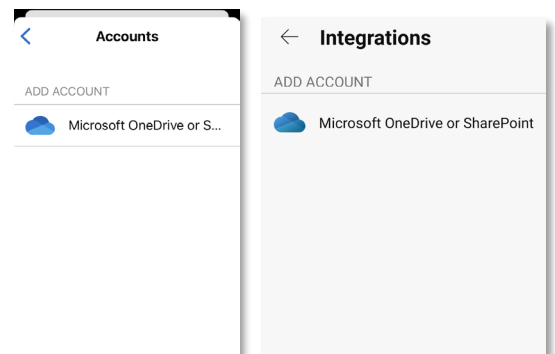
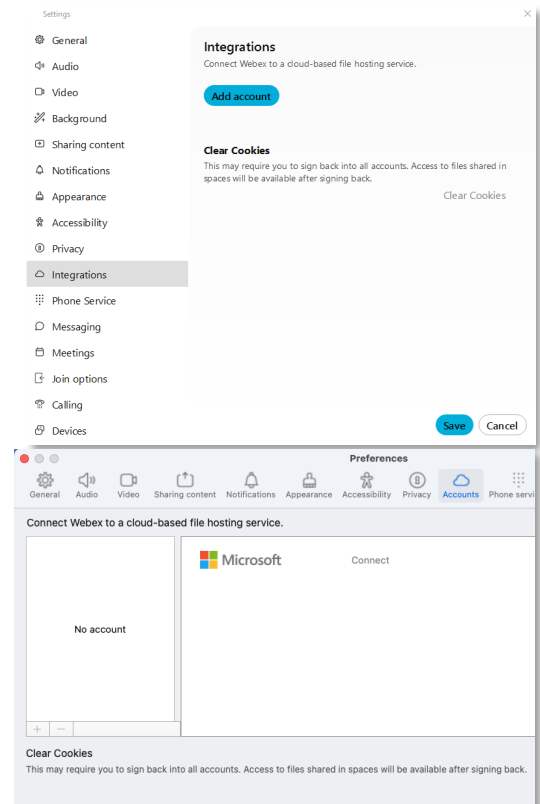
1. Click your profile picture, select **Settings > Integrations** and then click **Add account**.
2. Enter your Microsoft account information and connect your account.

### Mac

1. Click your profile picture, select **Preferences > Accounts** and then click **+**.
2. Enter your Microsoft account information and connect your account.

### Mobile

1. Tap your profile picture, select **Settings > Accounts**, and then choose your account type.
2. Enter your Microsoft account information and connect your account.



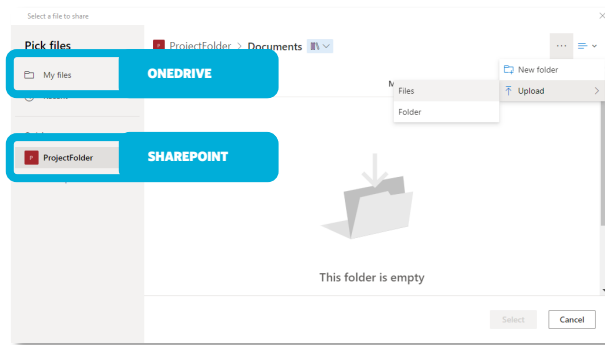
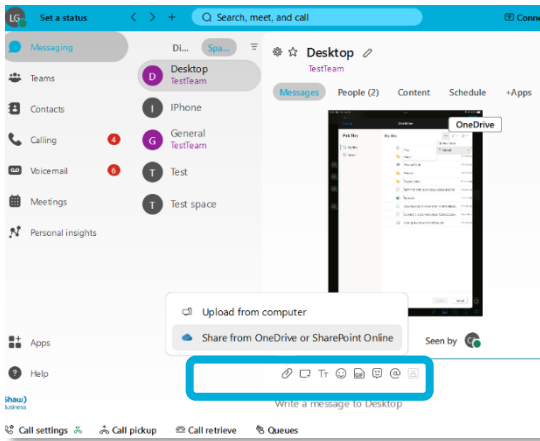
## UPLOADING FILES OR FOLDERS TO MICROSOFT ONEDRIVE OR SHAREPOINT ONLINE

Once your accounts are connected, you can share, preview and collaborate on your OneDrive or SharePoint Online.

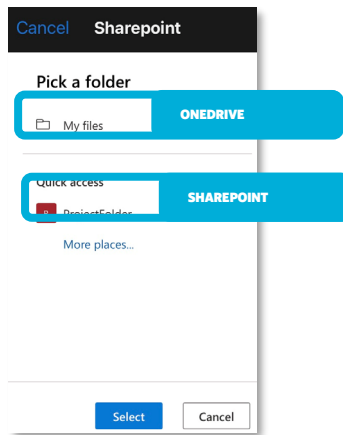
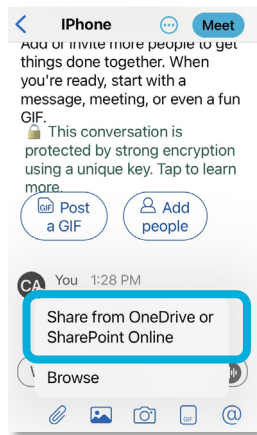
You can upload files or a folder of files from your computer to your OneDrive or SharePoint Online account in the Webex App. You can then choose to share these files in a Webex App space.

1. When you're in a Space, click the Attachments symbol and click Share from OneDrive or SharePoint Online. Select the file and then click Upload.
2. To learn more about uploading files or folders, visit [Webex App | Upload Files to Microsoft OneDrive or SharePoint Online.](#)

## Desktop



## Mobile



## SHARE FILES FROM MICROSOFT ONEDRIVE OR SHAREPOINT ONLINE

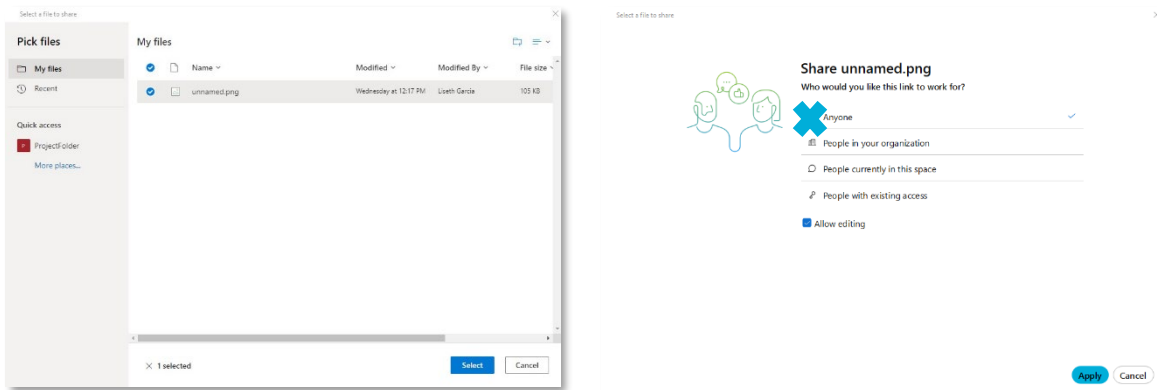
You can share your OneDrive or SharePoint Online files directly in a Webex App space. Everyone in the space can access the latest version of the files.

After you share the file in your space, people can edit the file directly from Webex App. More than one person can edit the file at the same time and they can see all the updates.

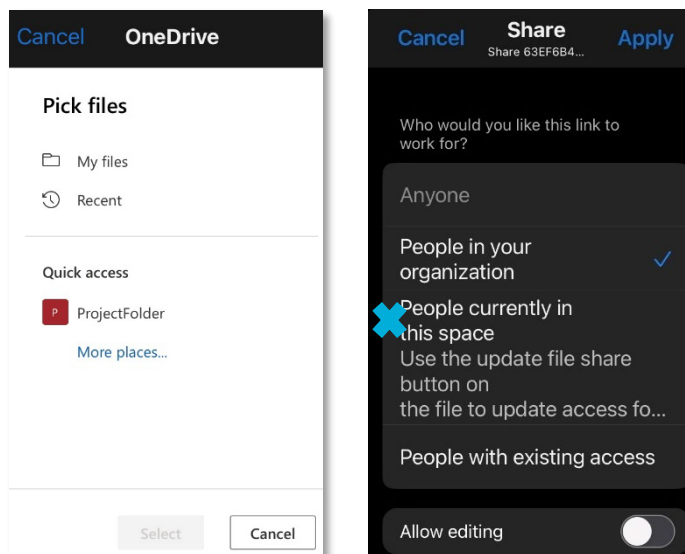
1. In the message area, click Attachment, and then choose Share from OneDrive or SharePoint Online. Your administrator can restrict the files that you share to only files from OneDrive or SharePoint Online. When you click Attachment, you don't see the option to Upload from my computer, and you select a file from OneDrive or SharePoint Online.
2. Select a file from OneDrive or SharePoint Online, and then click Open.
3. Then, decide who can view the file in the space. Your administrator can change which of these options are available in OneDrive or SharePoint Online:
  - a. **Anyone:** Anyone can view the file, including people from outside your organization. To allow people to edit the file, click Allow editing.
  - b. **People in your organization:** Only people in your organization can view the file. To allow them to edit the files, click Allow editing.
  - c. **People currently in this space:** Access to the file is shared with everyone in the space. Please note that this option is currently unavailable with Shaw Business licensing. If you need to manage restrictions, do so directly in the Sharepoint folder.
  - d. **People with existing access—**Webex App uses the permissions already set up for viewing and editing this file in OneDrive or SharePoint Online.

To learn more about how to share files in a Space, visit [Webex App | Share Files from Microsoft OneDrive or SharePoint Online](#).

## Desktop



## Mobile



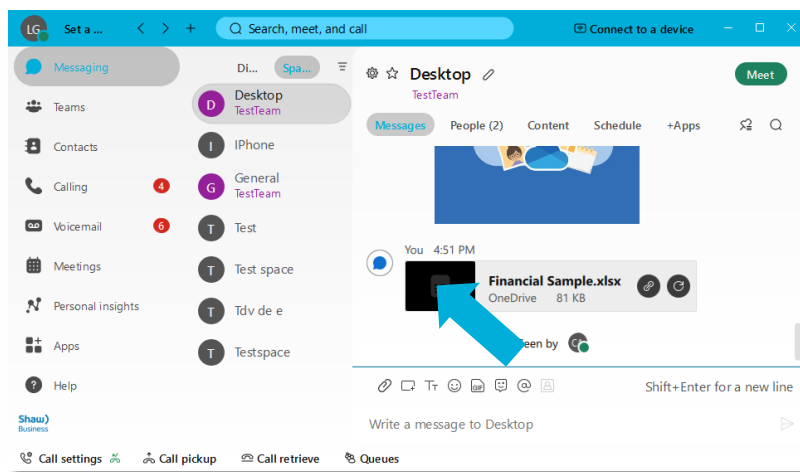
## VIEW AND EDIT MICROSOFT ONEDRIVE OR SHAREPOINT ONLINE FILES

**When people share files from OneDrive or SharePoint Online in Webex App spaces, you can click on the files to view them. When you have edit permission, you can edit the shared file directly from the Webex App. The file opens in the application that is associated with the file type. A Microsoft Word file opens in Microsoft Word Online.**

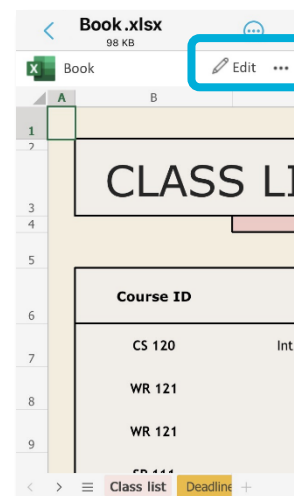
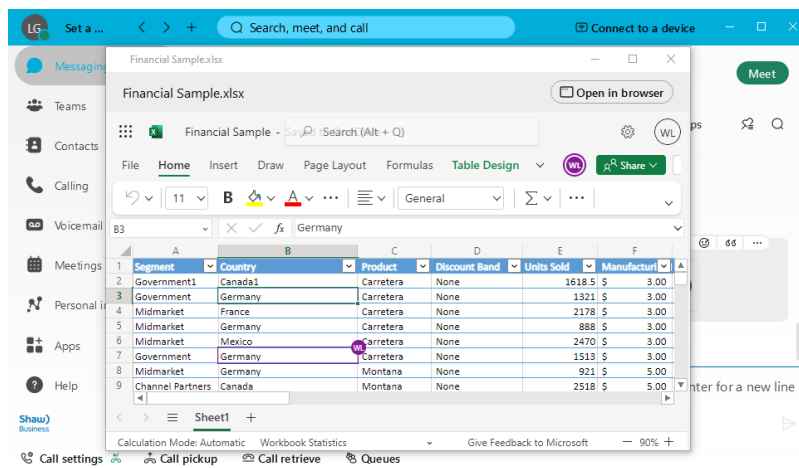
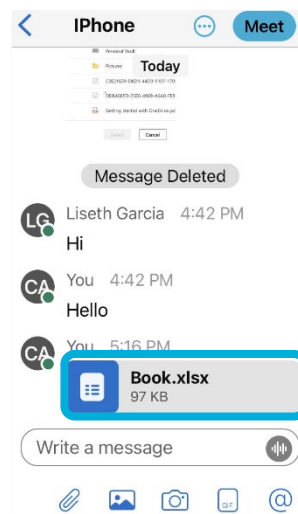
Please note, that your administrator must configure this option before you can view and edit shared files.

1. Click on the file in the Space to open it.
2. When you have edit permission, you can edit the file directly from OneDrive or SharePoint Online. Other people can co-edit the file and you can see their updates. When you have read-only access, you can view the shared file.

### Desktop



### Mobile





## LINK A MICROSOFT ONEDRIVE OR SHAREPOINT ONLINE FOLDER TO A SPACE

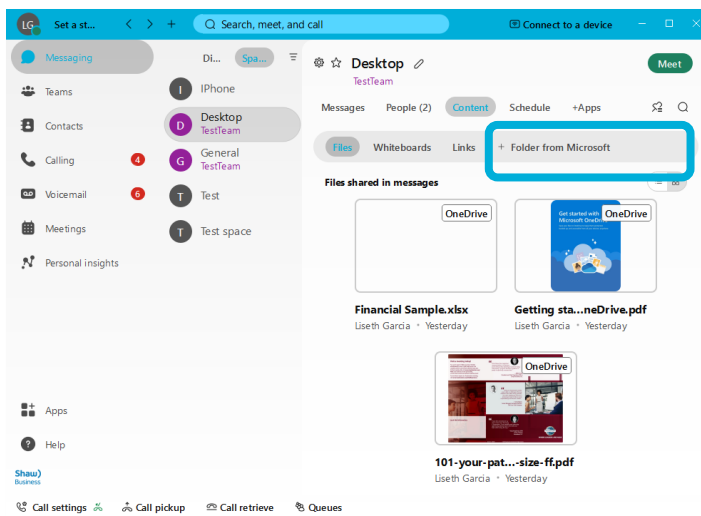
If everyone in a space is working together on files in a Microsoft OneDrive or SharePoint Online folder, you can link the space to that folder. Everyone can then access the files in the linked folder directly from the Webex App space.

Please note, your administrator must configure this option before you can use linked folders.

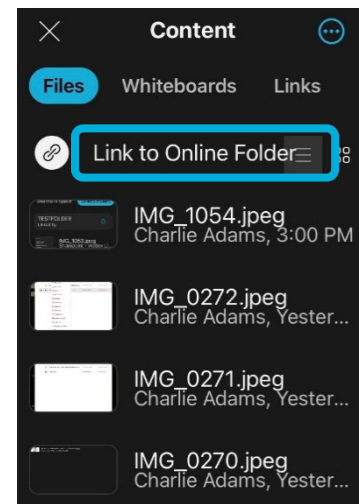
1. In the space, click **Content**, and then select **+ Folder from Microsoft**.
2. In the Webex dialog, select **Continue**.
3. You can then navigate through your connected Microsoft folders and choose which ones you'd like to add to the space. When you've found the folder you want, click **Select**.
4. Choose whether you want to set the folder as the default file location for the space and then select **Done**.
5. You can now browse files in your Microsoft OneDrive or SharePoint folder directly within Webex. Depending upon your permissions, you'll have access to OneDrive or SharePoint file actions from the embedded file browser including uploading, downloading, sharing, deleting, etc.
6. You can choose to switch to a basic view of the folder, view details about the folder or remove the folder from the space. In addition, you can undock the embedded browser from Webex using the Expand button.

If you're having trouble, visit [Webex App | Link a Microsoft OneDrive or SharePoint Online folder to a space.](#)

### Desktop



### Mobile



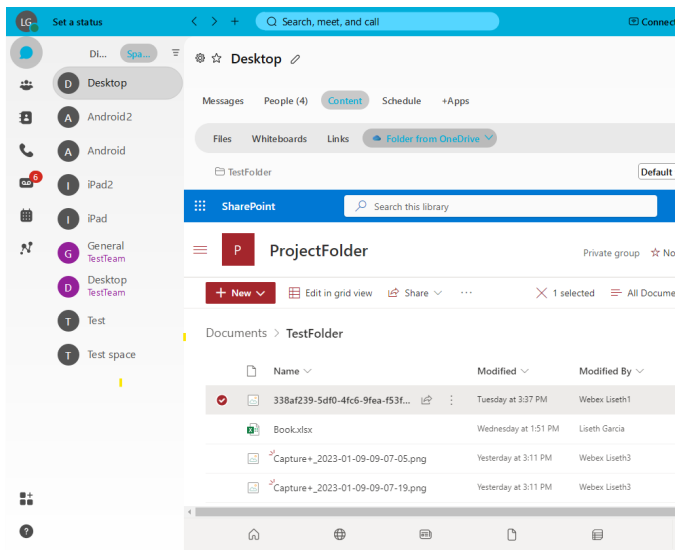
## VIEW OR EDIT FILES IN A LINKED MICROSOFT ONEDRIVE OR SHAREPOINT FOLDER

When a folder in Microsoft OneDrive or SharePoint Online is linked to a space in Webex App, you can view or edit the files in the linked folder directly in Webex App. Your administrator must configure this option before you can use linked folders.

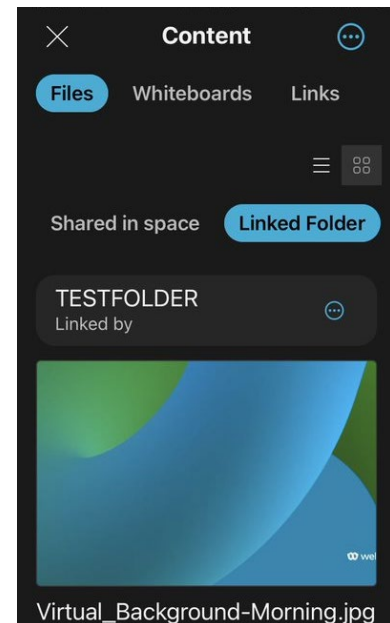
1. In the space, click Content, and then select Folder from OneDrive.
2. Browse files in your Microsoft OneDrive or SharePoint folder directly within Webex.

If you're having trouble, visit [Webex App | View or edit files in a linked folder.](#)

### Desktop



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