

## How to configure delegated users

# Description

With TEOS it is possible to add Office365 data sources, these data sources can read information from resources created within Office365. To be able to read this information from TDM a service account is needed which has permissions to pull the information from Office365. Within Office365 this is called a delegated user. This guide explains how to configure delegated users for your resources..

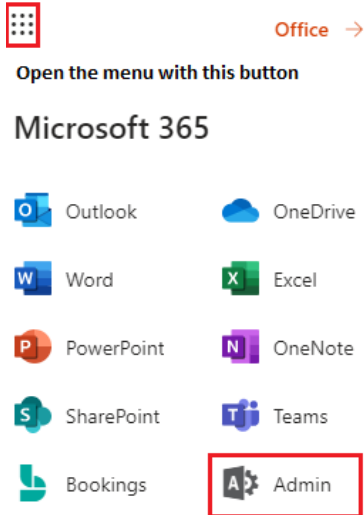
# Requirements

- Have administrator access to your Office365 environment
- Have basic knowledge of Office365
- Have the information available regarding the service account which need to be configured

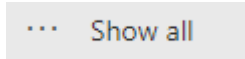
# How To configure delegated users

1. Login with an administrator account into: <https://login.microsoftonline.com>

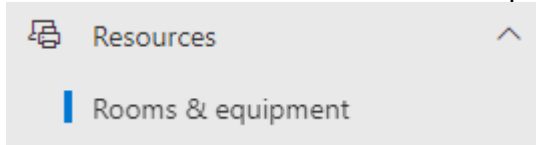
2. Please open the menu from the left corner and then select "Admin"



3. Please select "Show all" on the menu on the left side



4. Then select "Resources > Rooms & Equipment"



5. Select the room, for example: room01@teos.support

Name	Email	Type
Room01	room01@teos.support	Room

6. Please select "Edit" beneath "Delegates":

**Delegates (1)**

TEOS Support

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7. Please add the service account you want to use for your data sources and add it as a delegated user and select "Save Changes".

Now you have successfully configured a delegated user for your room resource, please note that it might take up to 24 hours before the changes are fully active and processed by Office365.

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