

# Integrate SmartSights Solutions with MS Teams

## Overview

Microsoft Teams is the hub for teamwork in Microsoft 365, bringing people, conversations, and content together on a single platform. The Teams app is available on every platform, including mobile devices, and is used anywhere in the world.

The following document describes how the SmartSight's WIN-911 and XLReporter solutions can integrate into this hub.

## Teams Setup

Integration with Teams is done by email. Every Teams channel configured can have an email address that can be used to start a conversation in that channel. Note that this feature must be turned on by the IT administrator of your organization.

Once enabled, to access the email address for the Teams channel, go to the channel name and select **More Options** then **Get email address**. Copy this email address for later use.

## Advanced Settings

The **Advanced Settings** can be used to restrict who can send emails into the channel. Consider these settings when configuring the email server and account to send email from in either WIN-911 or XLReporter to ensure that account can in fact email to the channel.

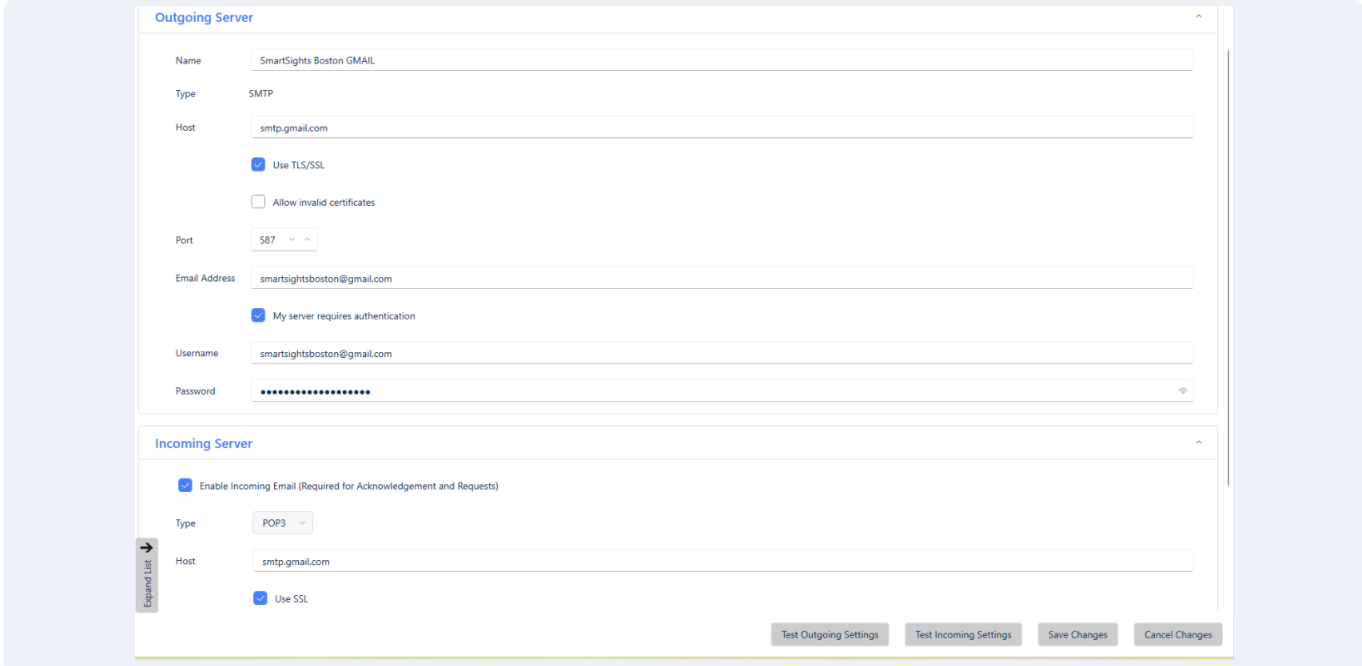
## WIN-911 Alarm Notification

Once the Teams channel email is identified, it can be used to as an alarm notification method if there is no requirement for the recipients of the notification to acknowledge the alarm. This requires the Email notifier to be installed on your network.

## WIN-911 Workspace

Open the **WIN-911 Workspace** to configure.

## Email Gateway



The screenshot displays the 'Email Gateway' configuration interface, divided into two sections: 'Outgoing Server' and 'Incoming Server'.

**Outgoing Server Configuration:**

- Name: SmartSights Boston GMAIL
- Type: SMTP
- Host: smtp.gmail.com
- Use TLS/SSL
- Allow invalid certificates
- Port: 587
- Email Address: smartsightsboston@gmail.com
- My server requires authentication
- Username: smartsightsboston@gmail.com
- Password: [Redacted]

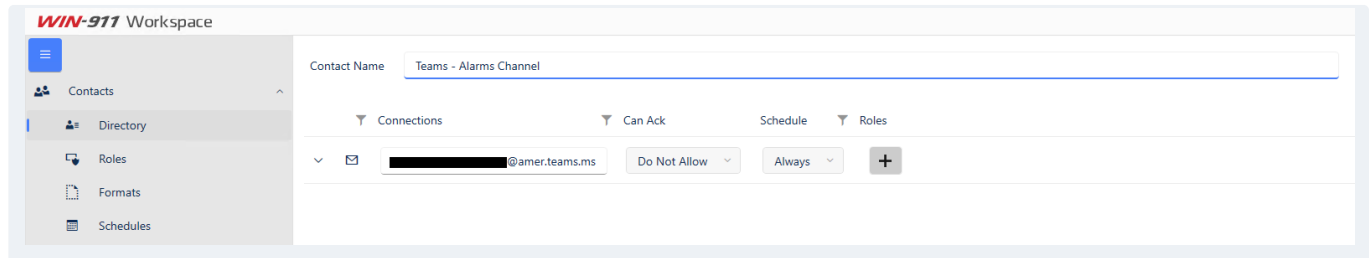
**Incoming Server Configuration:**

- Enable Incoming Email (Required for Acknowledgement and Requests)
- Type: POP3
- Host: smtp.gmail.com
- Use SSL

At the bottom of the interface, there are four buttons: 'Test Outgoing Settings', 'Test Incoming Settings', 'Save Changes', and 'Cancel Changes'. An 'Expand List' arrow is visible on the left side of the Incoming Server section.

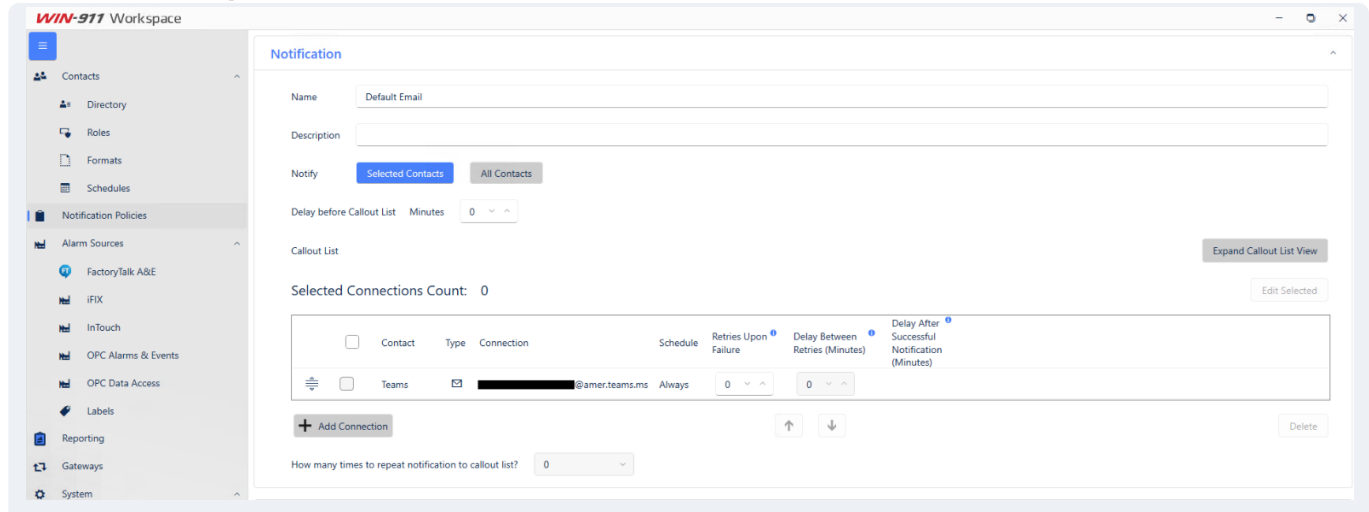
In the **WIN-911 Workspace**, for **Gateways**, set up the **Email Gateway** using an account that can email to the Teams channel as defined in the **Advanced Settings** noted above.

## Contacts

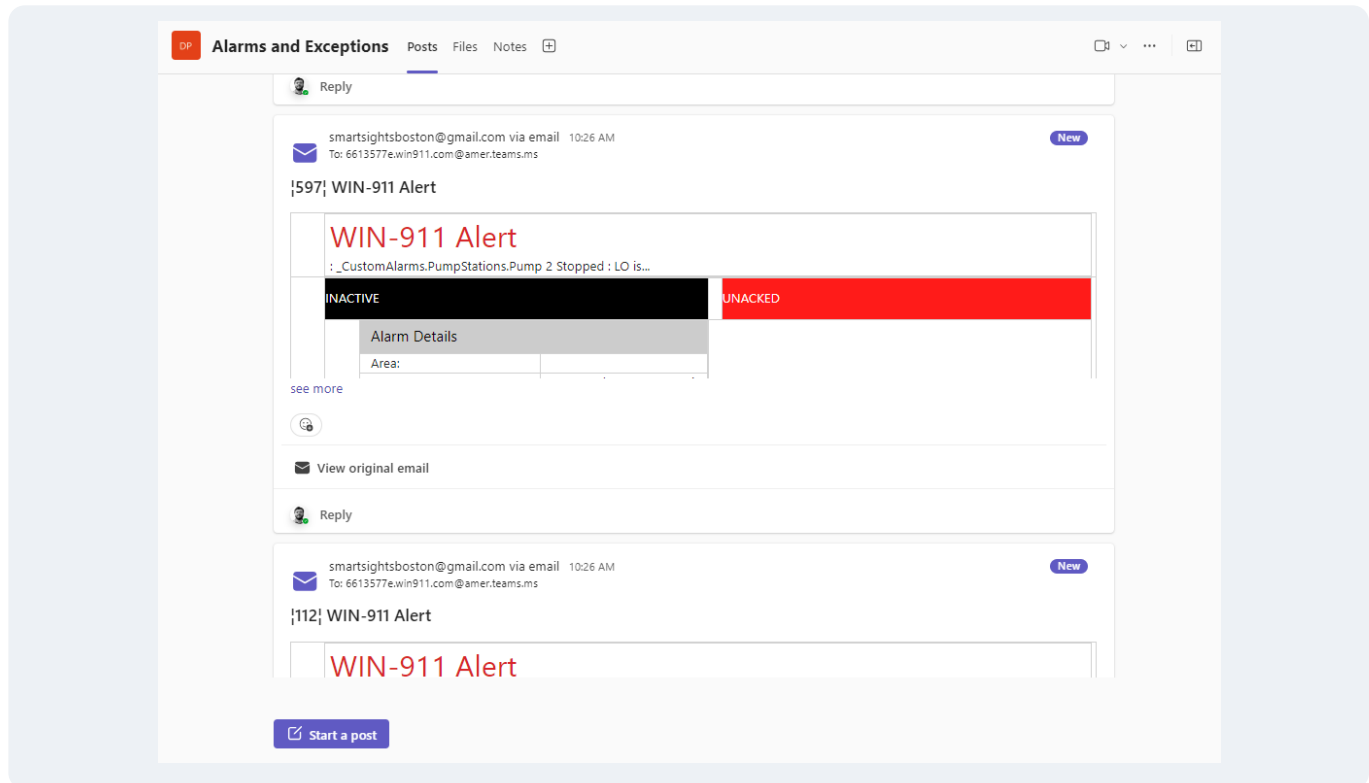


Select **Contacts** and add a contact for the Teams channel email address.

## Notification Policy



Now that the contact is set up for the Teams channel email address, it can be added to any configured **Notification Policy** to post an alarm to the Teams channel.



## XLReporter Report Distribution

Once the Teams channel email is identified, it can be used to distribute reports as email attachments either as Excel Workbooks or as PDF files that appear as files in the Teams channel conversation.

### Email and SMS

Open **XLReporter's Project Explorer**. On the right-side **Tools** menu, in the **Distribute** section, open **Email and SMS** to configure.

#### Mail Server

The 'Email Server' dialog box is shown with the following configuration:

- SMTP Server
  - Server
    - Name: smtp.gmail.com
    - Port: 587  Use Default
    - Encryption: STARTTLS
  - Logon Information
    - Name: smartsightsboston@gmail.com
    - Password: [masked]
  - Sender Information
    - Name: SmartSights Boston
    - Email: smartsightsboston@gmail.com
- SmartSights Email
  - Gateway Machine Address: [empty]
  - Port: 59114
- WIN-911 Email
  - Navigation Machine Address: [empty]
  - Port: 4020

Buttons: Send Test Email, OK, Cancel

Select **Edit, Server** to configure the **Mail Server**. This should be set up using an account that can email into the Teams channel as defined in the Teams **Advanced Settings** above.

Note, if XLReporter is not installed on a machine directly connected to the internet or if the mail server is Office 365 it is recommended that you use the **WIN-911** option (SmartBundle users) or **the SmartSights Email Gateway** option. This may require additional components to be installed. Please see the XLReporter [Send Reports by Email and Text Messaging](#) document for details.

#### Contact

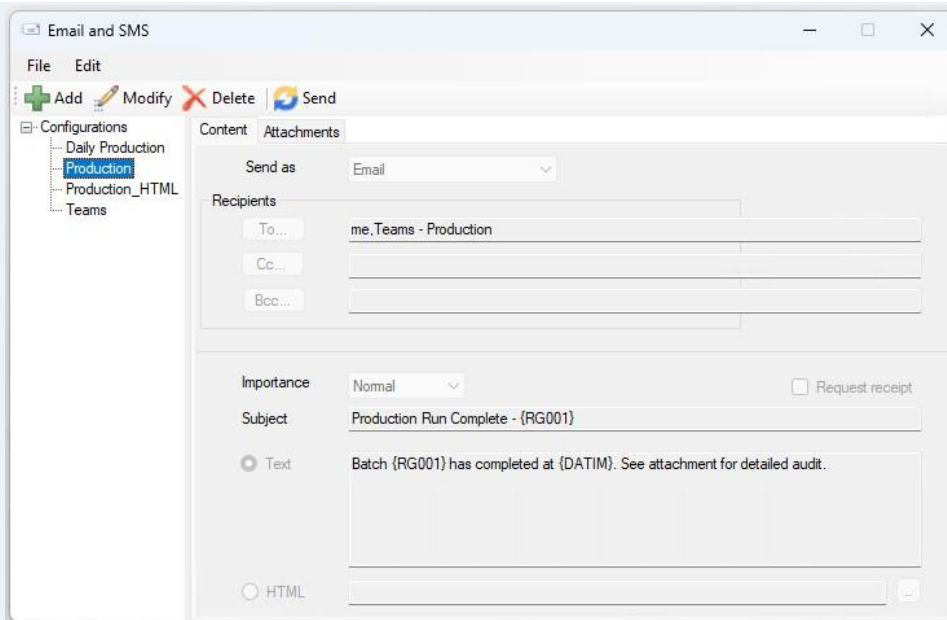
The 'Contacts' dialog box displays the following table:

Friendly Name	Email	Phone	Provider
Teams - Alams Channel	6cfd14c.smartsights.com@amer.teams.ms		

Buttons: OK, Cancel

Select **Edit, Contacts** and add a contact in for the Teams channel email address.

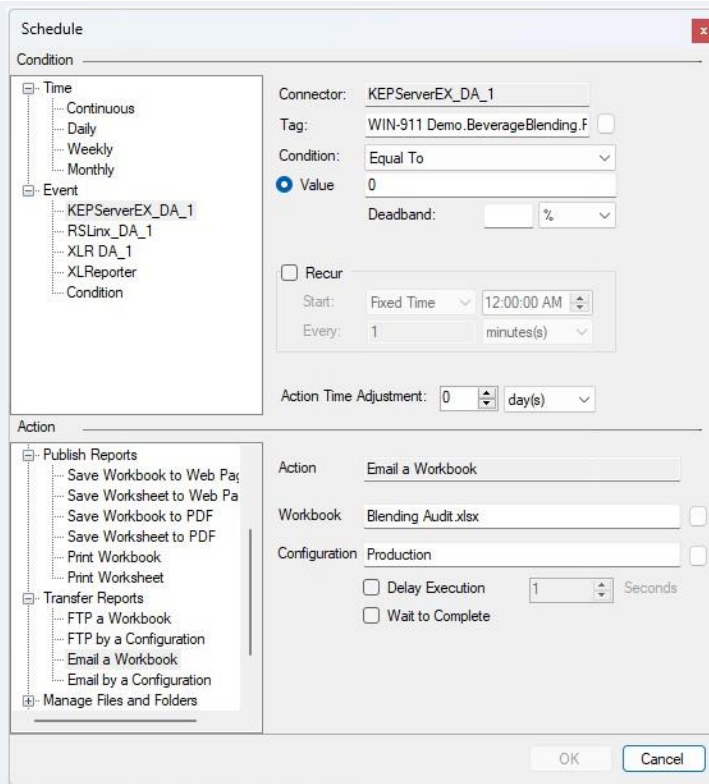
## Email Configuration



Now that the Mail Server is defined and a contact set up, any Email configuration can be set up to email to the Teams channel.

## Schedule

The **Schedule Designer** is accessed in the **Project Explorer** on the right-side **Tools** tab, in the **Report** section.



There are 2 actions available for emailing: **Email a Workbook** and **Email by Configuration**. Either can be used to email the Teams channel and attach a report that is then available for anyone in that channel to view and/or annotate (if in Excel Workbook format).



Please note that the attached file must be less than 10MB in size.

## Email Troubleshooting

If your emails are not sending to your Teams channel, see this help article on troubleshooting email failures: [Send an email to a channel in Microsoft Teams](#).