



SAVANCE WORKPLACE

Savance Workplace for Microsoft 365 & Savance Visitor Management for Outlook

Deployment Guide

Phone: 248-478-2555

Email: support@savanceworkplace.com

www.savanceworkplace.com

Overview

Savance Workplace for Microsoft 365 and **Savance Visitor Management for Outlook** can be deployed across your organization by a Microsoft 365 administrator. Savance currently provides these two Microsoft 365 apps to support your organization's business needs.

Savance Workplace for Microsoft 365:

Savance Workplace for Microsoft 365 brings workplace visibility and employee accountability directly into Teams and Outlook. Users can access the Savance Electronic In Out Board, view team availability, manage status updates, schedule future statuses, and access workplace tools without leaving Teams or Outlook.

Designed for organizations using Savance Workplace, the app helps teams stay informed, coordinate schedules, and maintain accurate availability information throughout the day, with Microsoft 365 deployment and Single Sign-On (SSO).

Savance Visitor Management for Outlook:

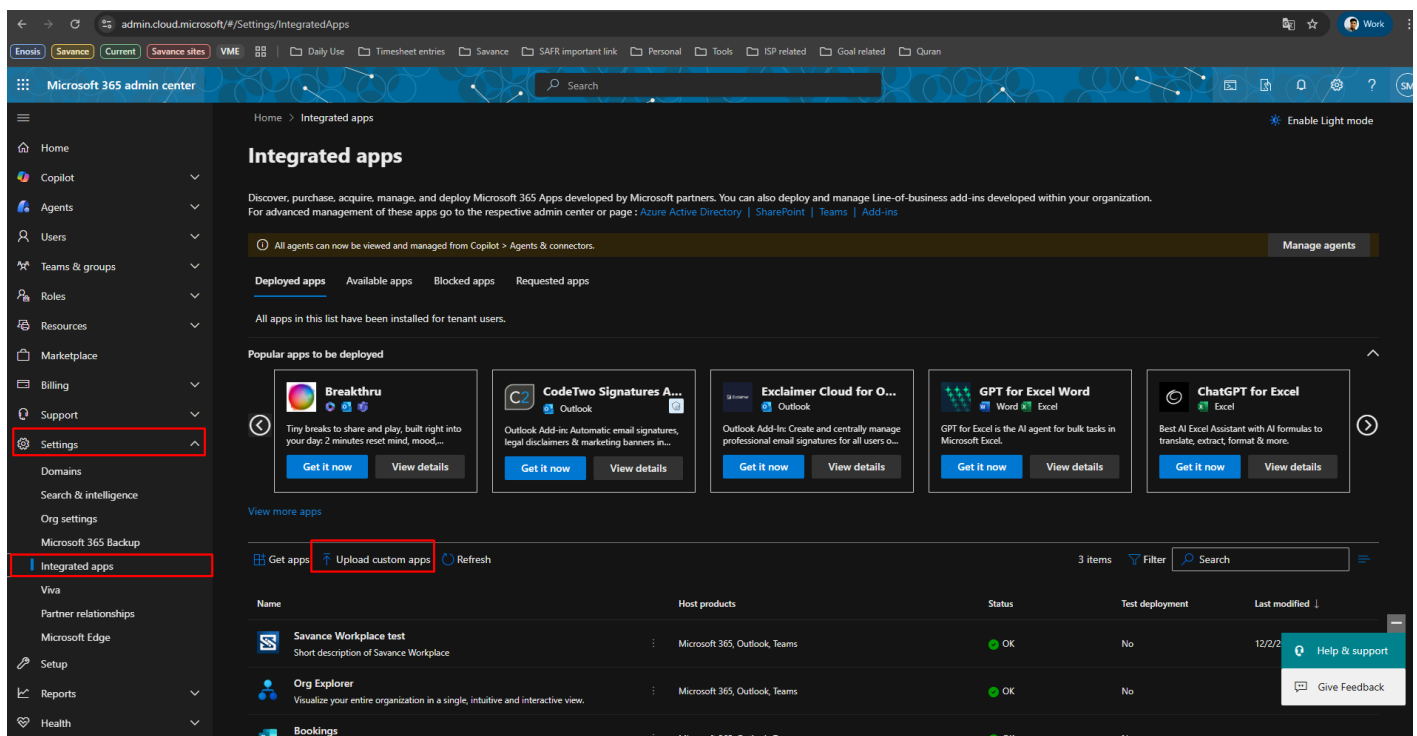
Savance Visitor Management for Outlook simplifies visitor registration by integrating guest management directly into Outlook's meeting scheduling process. Users can pre-register visitors and contractors while creating Outlook appointments, helping organizations prepare for arrivals before guests reach the facility.

The add-in supports individual and batch visitor registration, allowing users to register multiple guests at once and optionally send welcome or pre-registration emails ahead of scheduled visits. By connecting visitor management to Outlook scheduling, organizations can improve coordination, streamline check-in processes, and create a smoother visitor experience.

How to Deploy

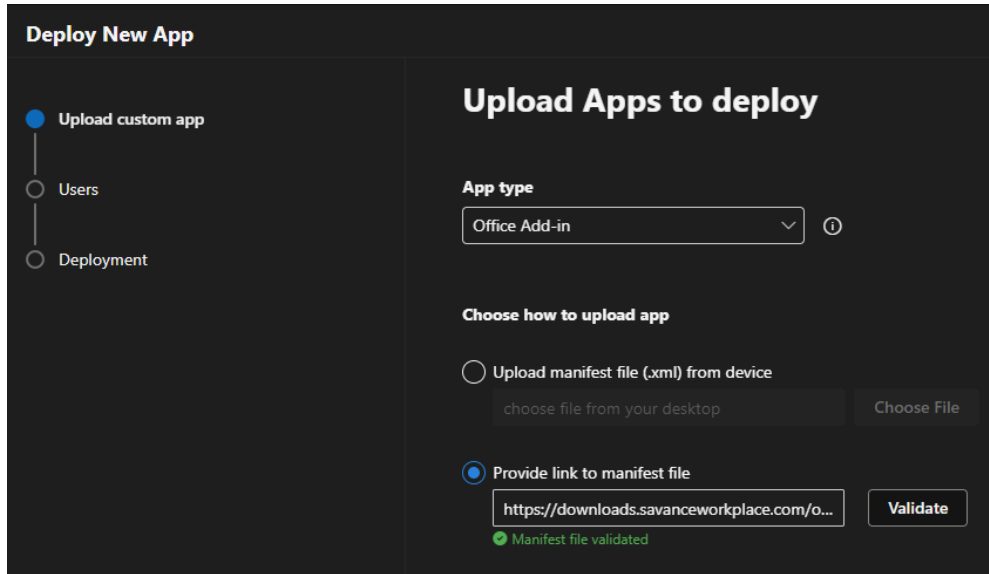
Sign In

1. Sign in to the Microsoft 365 Admin Center at <https://admin.cloud.microsoft>
 - Note: You must sign in with a Microsoft 365 administrator account.
2. In the left-hand sidebar, click **Show All**.
3. Click **Settings** to expand the menu.
4. Select **Integrated Apps**.

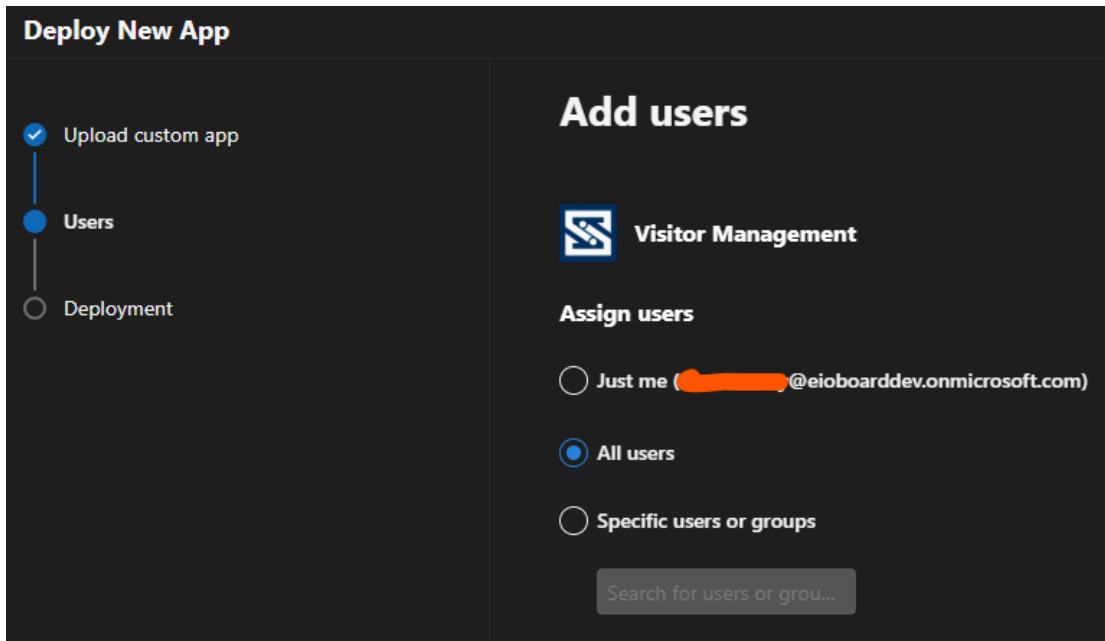


Deploying Savance Visitor Management for Outlook

1. Click **Upload Custom App**.



- a. From the **Add Type** dropdown menu, select **Office Add-In**.
 - b. Select **Provide link to Manifest File**
 - i. Add the manifest file link for the Savance Visitor Management for Outlook:
<https://downloads.savanceworkplace.com/outlook-vms-addin.xml>
 - c. Click **Validate**
 - d. Click **Next**
2. Select Which Users you would like this application to be visible to.



Deploy New App

- ☒ Upload custom app
- ☒ **Users**
- ☐ Deployment

Add users

 **Visitor Management**

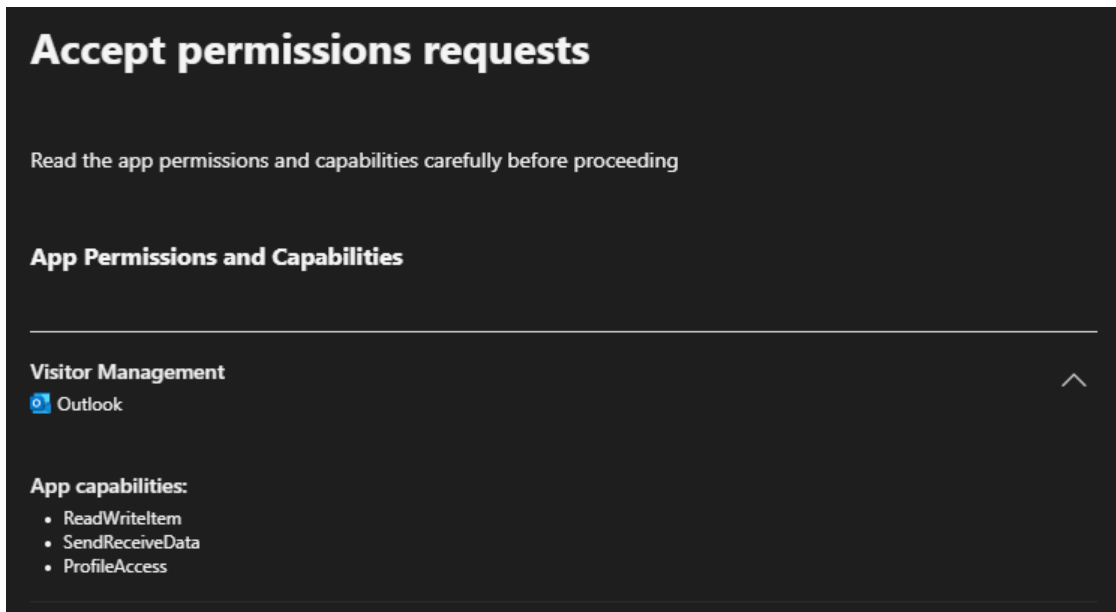
Assign users

☐ Just me ( @eioboarddev.onmicrosoft.com)

☒ **All users**

☐ Specific users or groups

a. Click **Next**



Accept permissions requests

Read the app permissions and capabilities carefully before proceeding

App Permissions and Capabilities

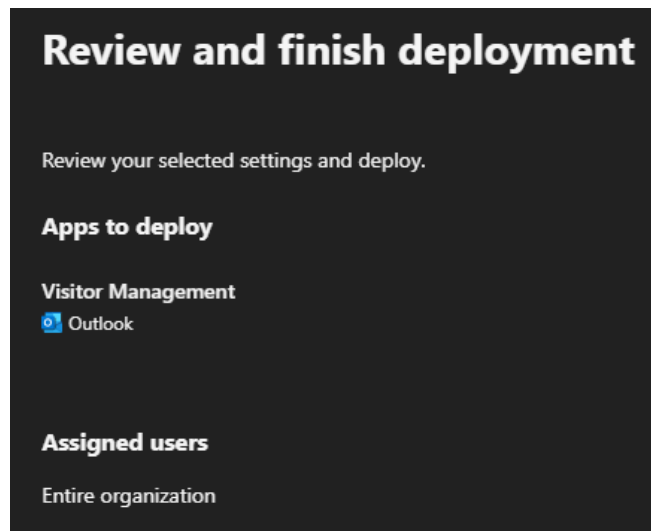
Visitor Management

 Outlook

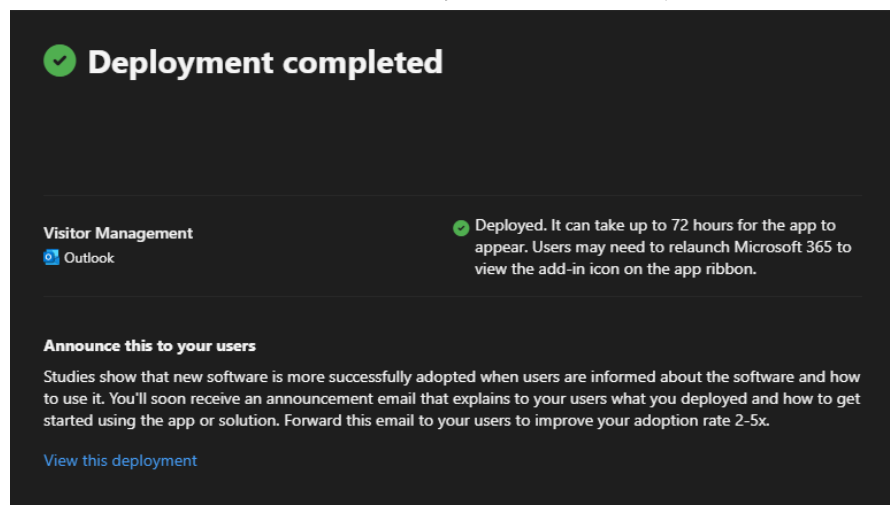
App capabilities:

- ReadWriteItem
- SendReceiveData
- ProfileAccess

3. Read permissions and click **Next**.



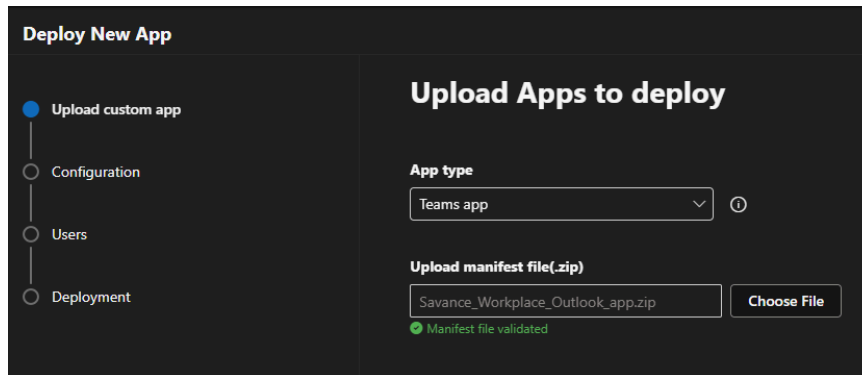
4. Review and click **Finish Deployment** to deploy the application.



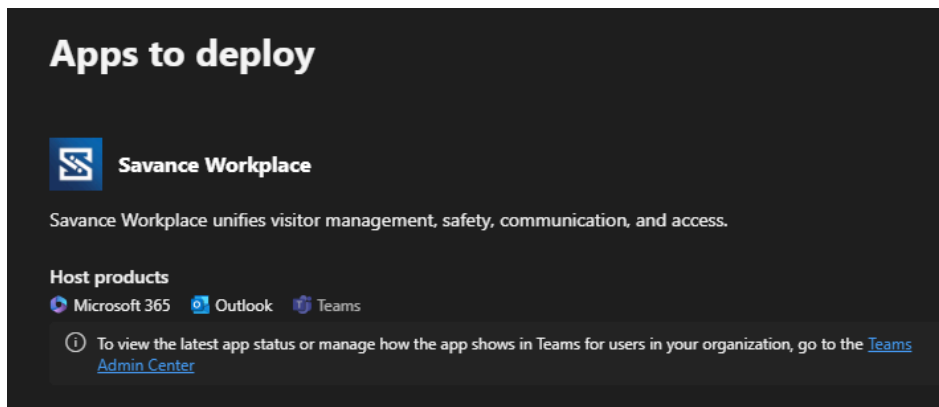
5. Click **Done** once the deployment is complete.

Deploying Savance Workplace for Microsoft 365

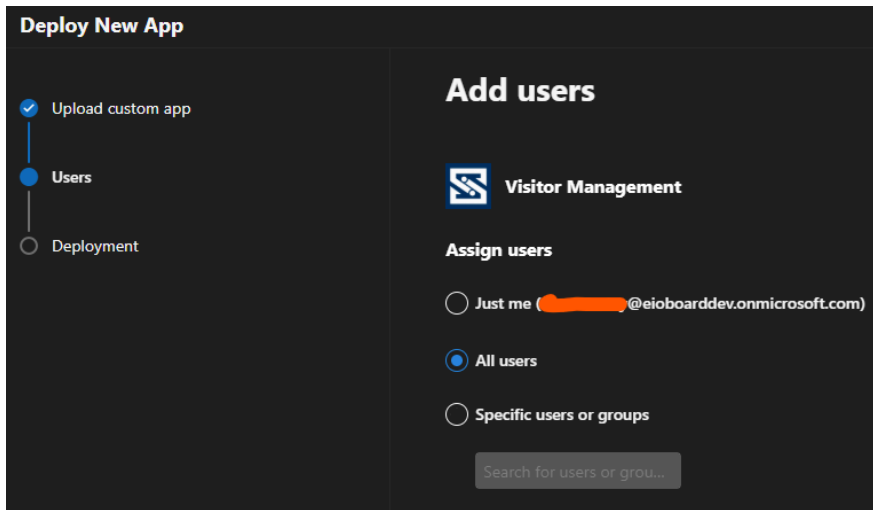
6. Click **Upload Custom App**.



- From the **Add Type** dropdown menu, select **Teams app**.
- Add the .zip file for Savance Workplace Application:
<https://downloads.savanceworkplace.com/SavanceWorkplaceApp.zip>
- Click **Next**



- Review the app being deployed and click **Next**.
- Select Which Users you would like this application to be visible to.



Deploy New App

- ✓ Upload custom app
- **Users**
- Deployment

Add users

 **Visitor Management**

Assign users

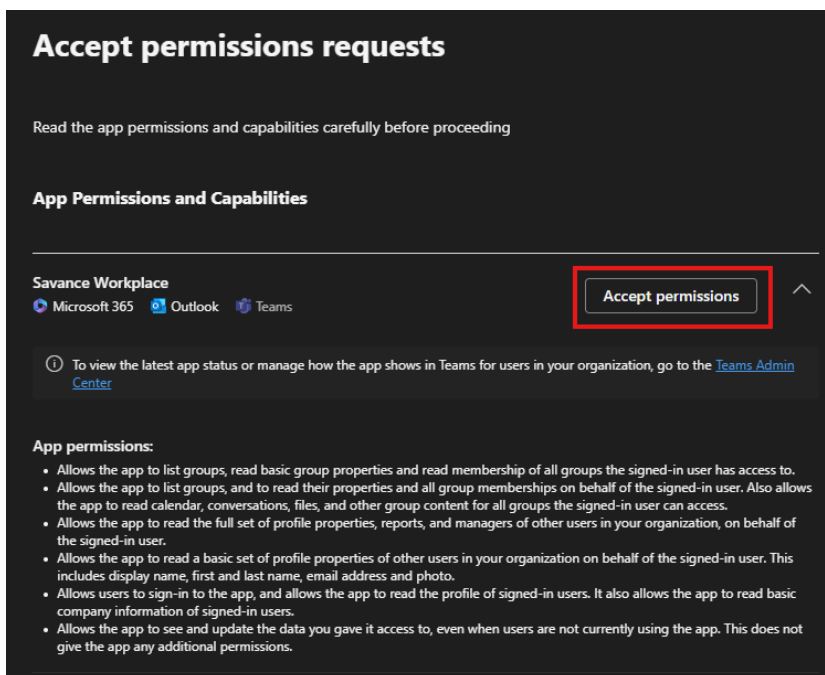
☐ Just me ([redacted]@eioboarddev.onmicrosoft.com)

☒ **All users**

☐ Specific users or groups

Search for users or grou...

a. Click **Next**



Accept permissions requests

Read the app permissions and capabilities carefully before proceeding

App Permissions and Capabilities

Savance Workplace

Microsoft 365 Outlook Teams

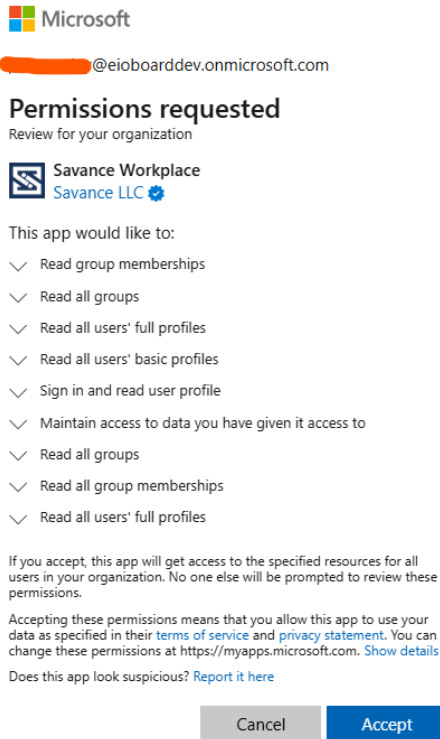
Accept permissions

ⓘ To view the latest app status or manage how the app shows in Teams for users in your organization, go to the [Teams Admin Center](#)

App permissions:

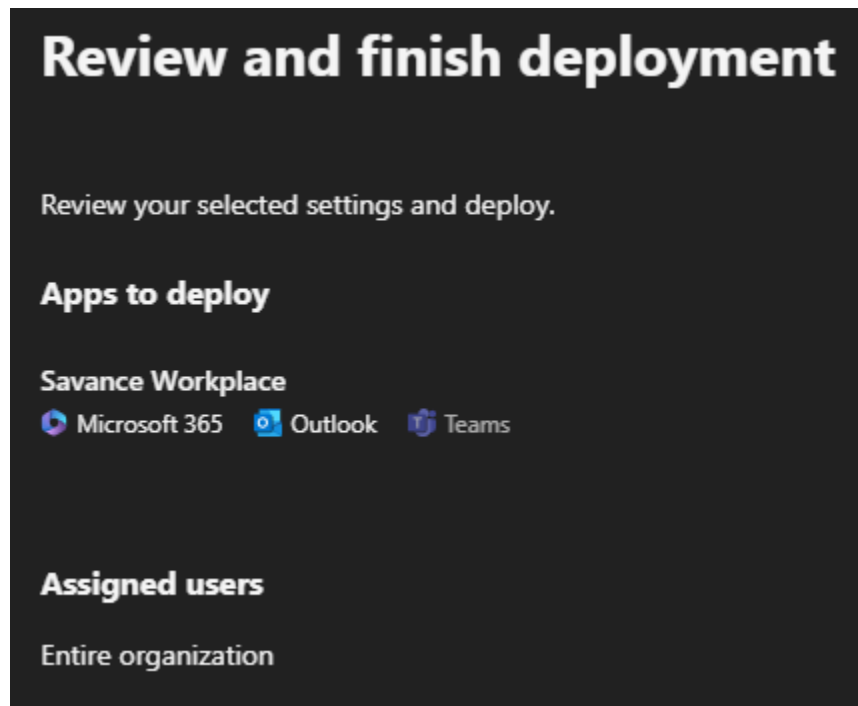
- Allows the app to list groups, read basic group properties and read membership of all groups the signed-in user has access to.
- Allows the app to list groups, and to read their properties and all group memberships on behalf of the signed-in user. Also allows the app to read calendar, conversations, files, and other group content for all groups the signed-in user can access.
- Allows the app to read the full set of profile properties, reports, and managers of other users in your organization, on behalf of the signed-in user.
- Allows the app to read a basic set of profile properties of other users in your organization on behalf of the signed-in user. This includes display name, first and last name, email address and photo.
- Allows users to sign-in to the app, and allows the app to read the profile of signed-in users. It also allows the app to read basic company information of signed-in users.
- Allows the app to see and update the data you gave it access to, even when users are not currently using the app. This does not give the app any additional permissions.

9. Click **Accept Permissions**

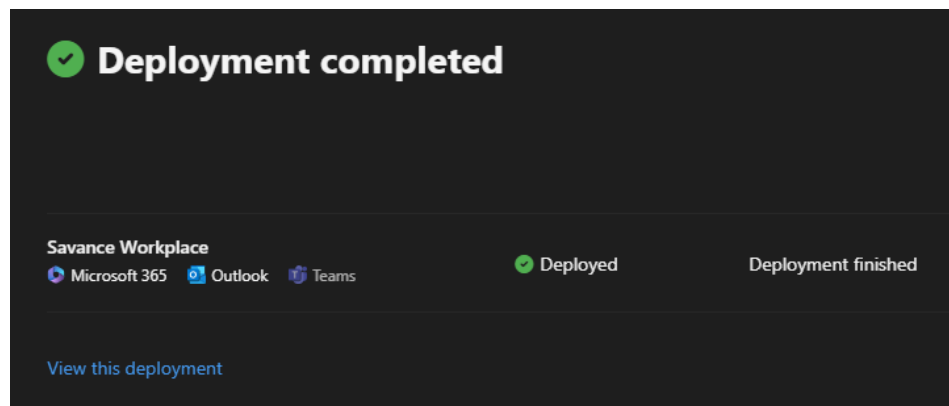


10. You'll be prompted to sign in as an admin, then click **Accept**.

11. Click **Next**.



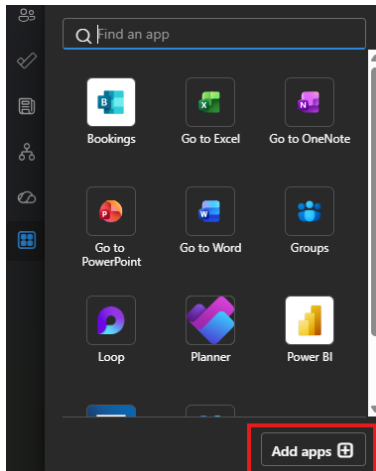
12. Review and click **Finish Deployment** to deploy the application.



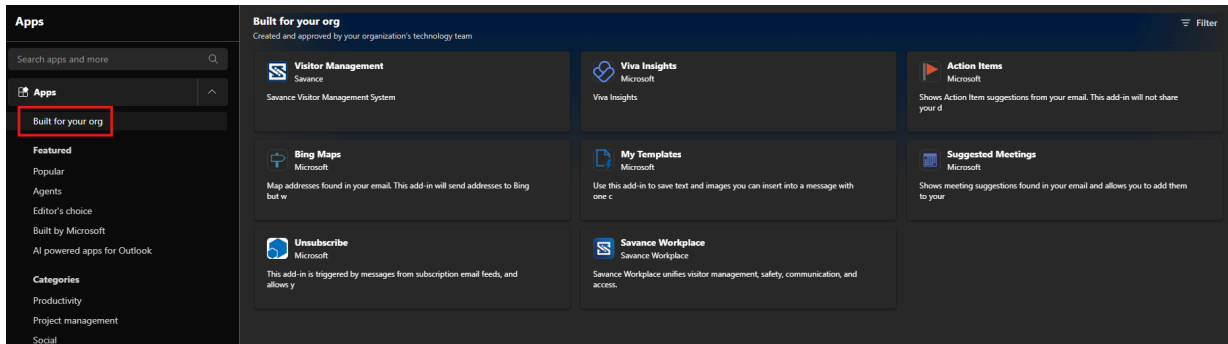
13. Click **Done** once the deployment is complete.

How to Add the Plug-ins

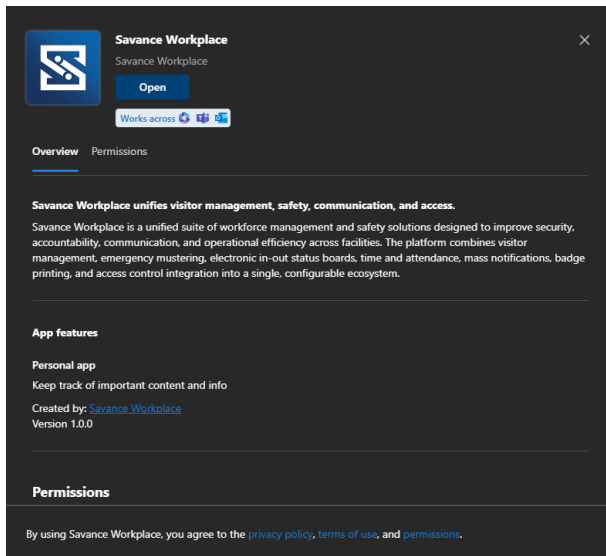
1. On the sidebar click on the **All Apps** () button.



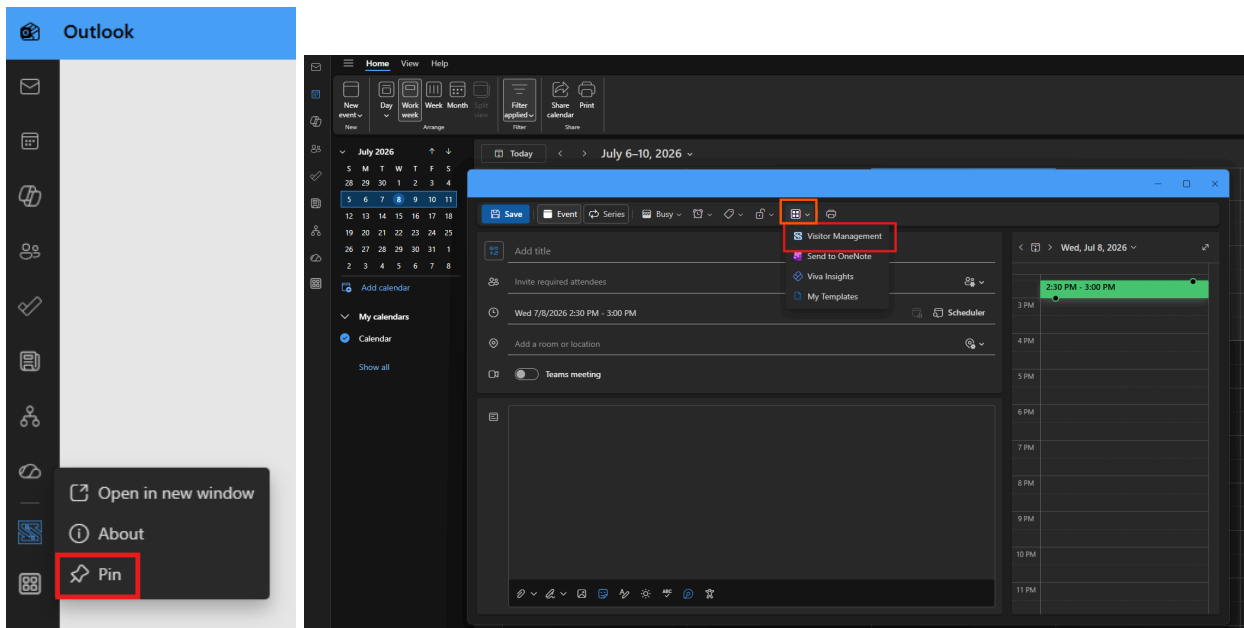
2. Click **Add Apps +**



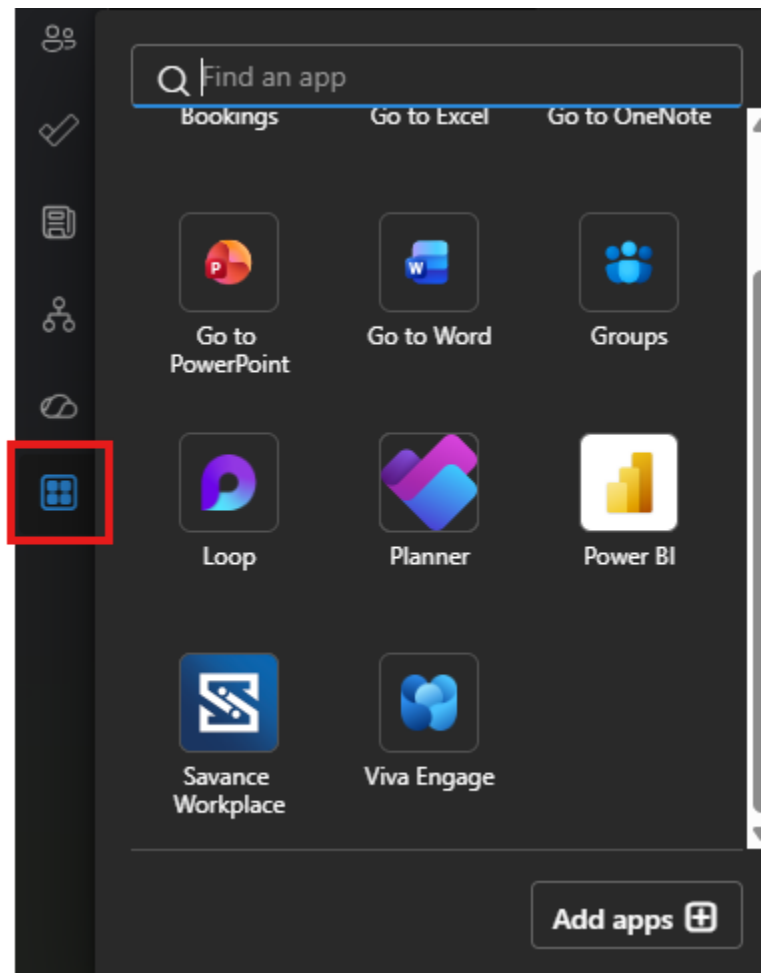
3. Click **Built for your org**
4. Select the "Savance Workplace" (for Microsoft 365) app or the "Savance Visitor Management for Outlook" app.



5. Click **Open**



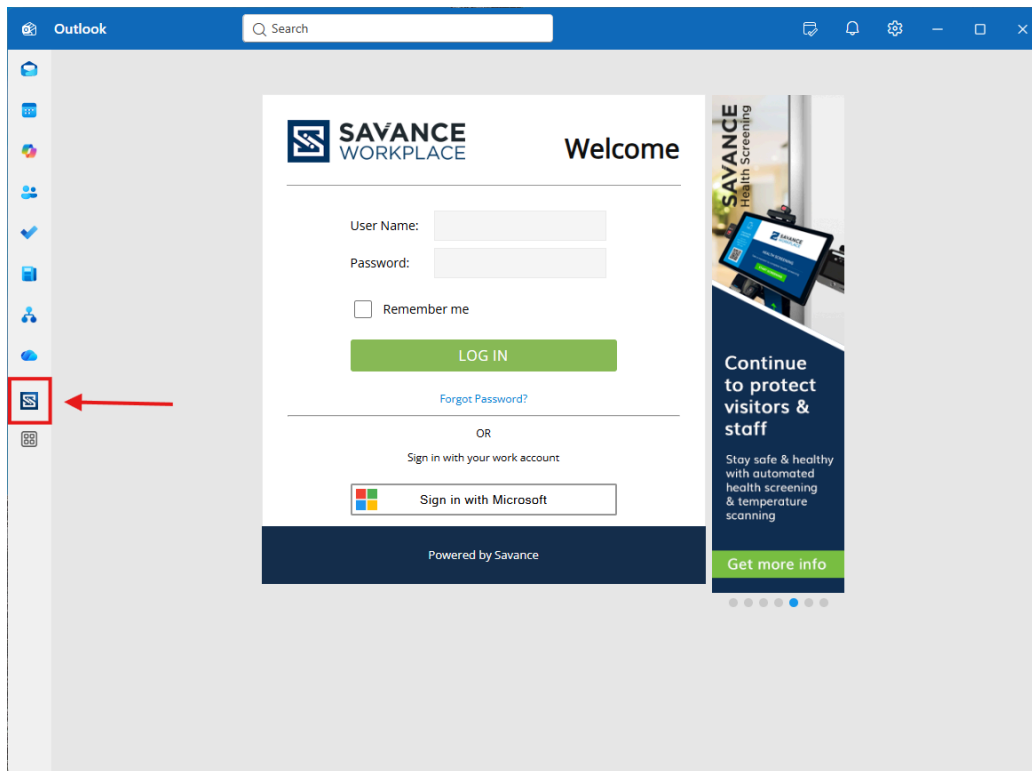
- For the "Savance Workplace" (for Microsoft 365) app, you can right-click on the app and click **Pin**. For the "Savance Visitor Management for Outlook" app, you can see it in the apps on your calendar.



7. If you do not see it, you can click the **All Apps** button.

How to Use the Plug-Ins

Savance Workplace for Microsoft 365: You can access this plug-in from the left-hand sidebar by clicking the Savance icon. Sign in using your Savance login credentials or Microsoft Single Sign-On.



Savance Visitor Management for Outlook: You can access this plug-in from the New Event window in the Outlook Calendar. Select the Visitor Management button, and add attendees to the event to begin the pre-registration process.

