

How to Sign In to MSPbots using Office 365

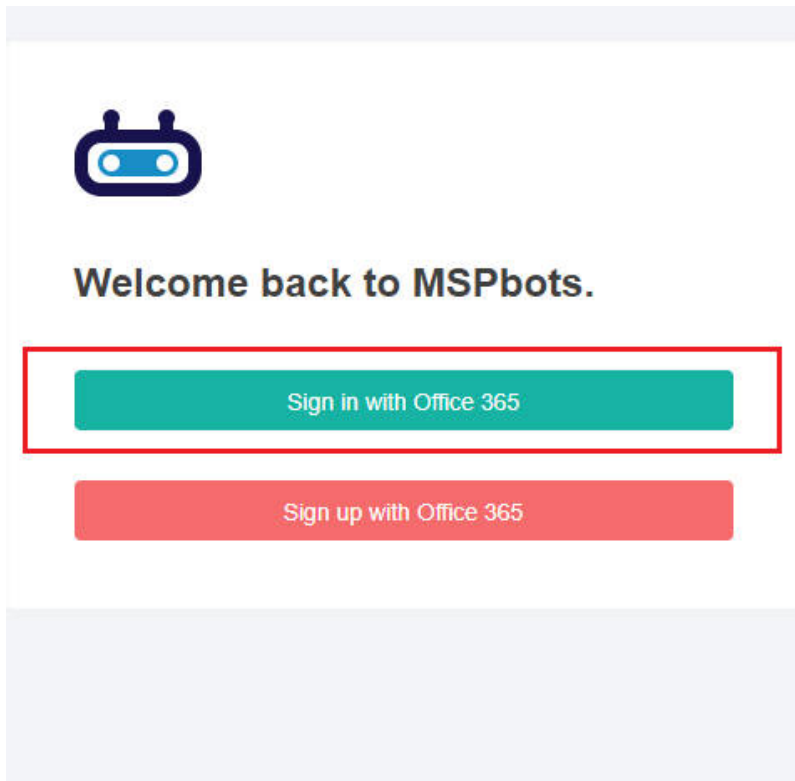
You need Office 365 to sign in to MSPbots because:

- Bot messages and other notifications will be sent through MS Teams.
- MSPbots uses Microsoft Single Sign-On (SSO) for added security.

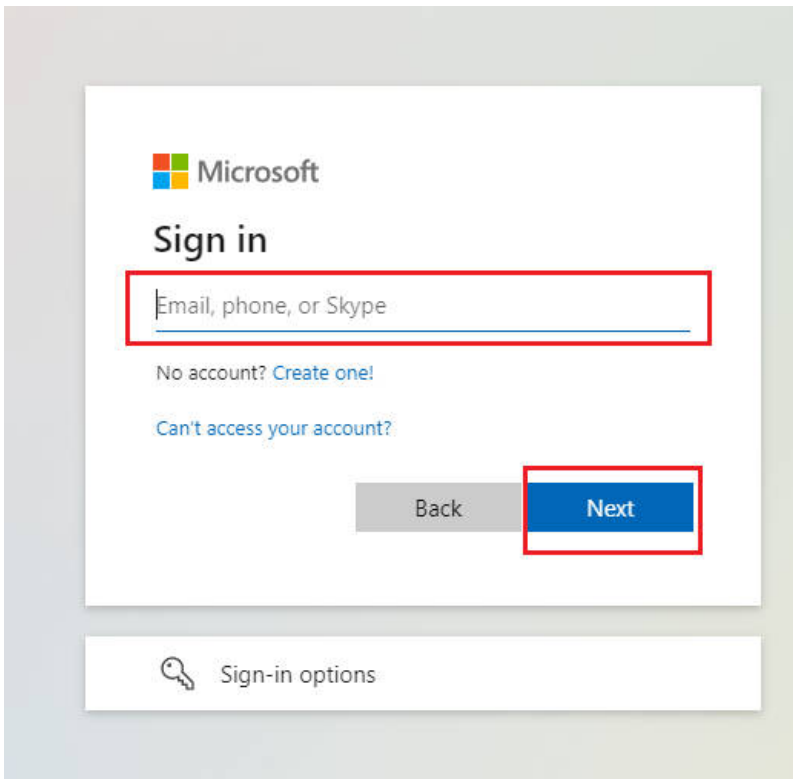
Only user information is pulled by MSPbots when you sign in using Office. This article shows how you can set up MSPbots if you already have an Office 365 account. If you don't have Office 365, get instructions from [Sign up with MSPbots without Microsoft Office 365 Account](#).

To sign in using Office:

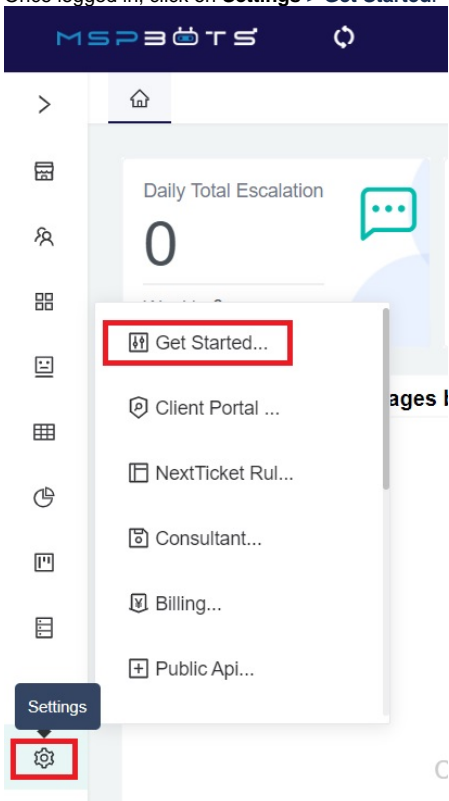
1. Go to <https://app.mspbots.ai> and click **Sign in with Office 365**.



2. Sign in using your Office 365 email and password.



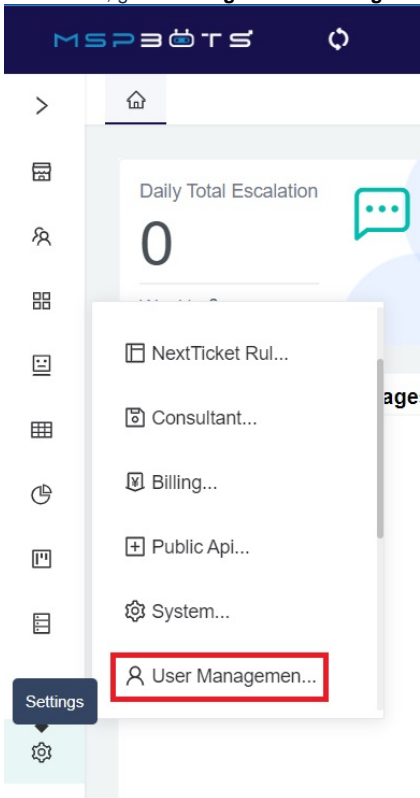
3. Once logged in, click on **Settings > Get Started**.



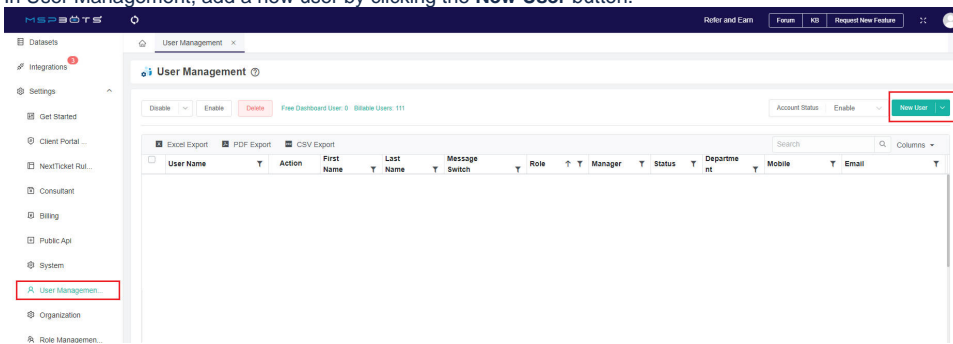
4. Follow the prompts until you finish the Get Started survey.

The screenshot shows a web browser window with a tab titled 'Get Started'. The page is titled 'About your MSP' and contains a survey form. The form has three sections: 'Time Zone' with a dropdown set to 'US/Central' and a date field 'YYYY/MM/DD'; 'How did you hear about us?' with a dropdown set to 'Robin Robbins' g...'; and 'Ticketing Software' with a dropdown set to 'Jira Data Center'. At the bottom of the form are 'Save' and 'Next' buttons. On the right side of the page is a vertical progress indicator with six numbered steps, where step 1 is currently selected.

5. When done, go to **Settings > User Management**.



6. In User Management, add a new user by clicking the **New User** button.



7. Fill in all the mandatory fields in the Add form and click **Confirm**.

Add

User Name

User Name

Email

Email

First Name

First Name

Last Name

Last Name

Display Name

Display Name

Password

0*!zMe@1972Z

Mobile

Mobile

Business Phones

Business Phones

JOB INFORMATION

Manager

Manager

Department

Selection Department

Q

ACCOUNT INFORMATION

Role Config

Role Config

Status

After a user's account is suspended, that user will not be able to log in.

☒

Message

After closing the message, the user's teams will no longer receive messages from MSPbots.ai.

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Home Channel

Home Channel

Home Page

Home Page

THIRD-PARTY PLATFORM MAPPING

Teams User Mapping

Teams User Mapping

Time Doctor User Mapping

Time Doctor User Mapping

Cancel

Confirm

8. The addition of the new user is successful if the name appears on the user list.

Dashboard

Integrations

Settings

Get Started

Client Portal...

NextTicket Rol...

Consultant

Billing

Public API

System

User Management...

Organization

Role Management...

User Management

Disable

Enable

Delete

Free Dashboard User: 9

81 Active Users: 112

Account Status

Enable

New User

Excel Export

PDF Export

CSV Export

Search

Columns

User Name	Action	First Name	Last Name	Message Switch	Role	Manager	Status	Departme	Mobile	Email
test		test user		<input checked="" type="checkbox"/>		Set Manager	Enabled			test@mspbots.ai