

LSEG Workspace | Teams

Administrators Installation and Configuration Guide

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Introduction

This document outlines how customer administrators enable users in their organization to access LSEG Workspace in Microsoft Teams.

To use LSEG Workspace in Microsoft Teams, users must have a valid LSEG Workspace license. For more information about Workspace licenses, see the [LSEG Workspace Service Description](#).

Other information sources

To:

- Access other LSEG Workspace technical content, see the [Workspace technical documentation site](#).
- Request product assistance or help regarding Workspace licenses, contact [Support](#).
- Provide feedback on Workspace technical content, contact DocFeedback@lseg.com.

Pre-requisites

The following prerequisites apply for organizations who want to run the LSEG Workspace in Microsoft Teams app:

- Users must have:
 - An LSEG Workspace account mapped to the user's Microsoft Entra account. Mapping can be performed by the administrator (using SCIM) or by users through the app
 - An LSEG Messenger license
 - MSFT 365 licences
- The customer's administrator requires:
 - Access to the Teams Admin Center
 - Workspace access and an administrator role to access Workspace admin tools (if the customer administrator establishes SCIM connectivity in the Teams administrator role)

Tenant-level configuration pre-requisites

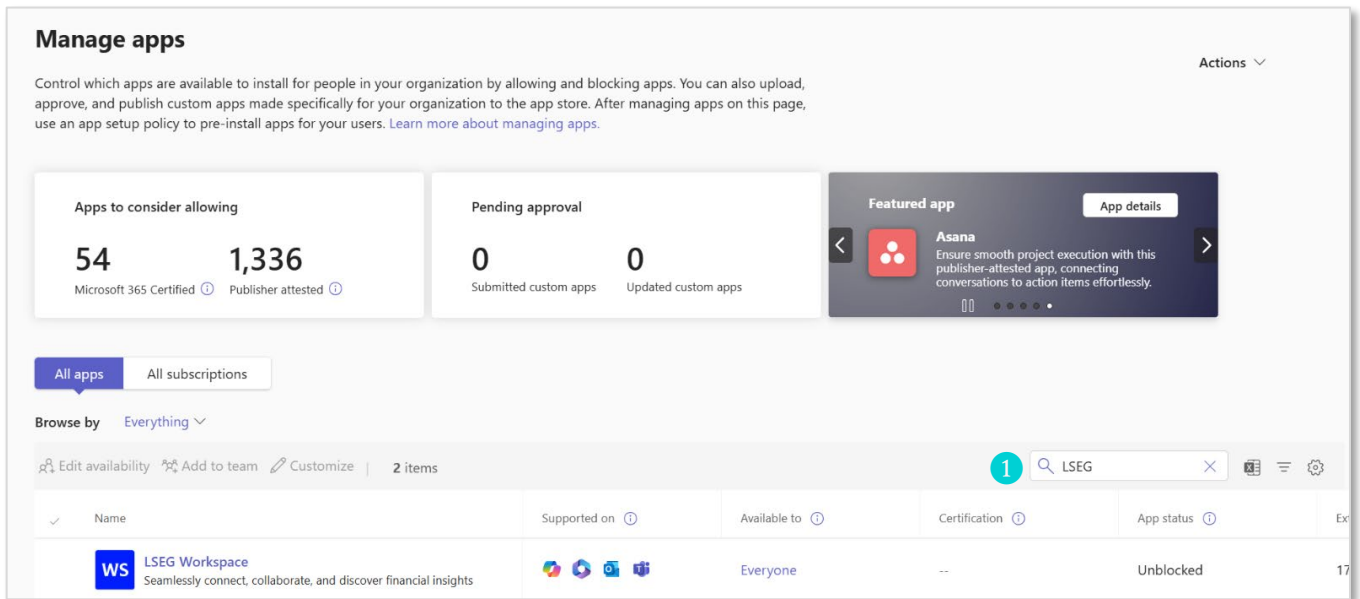
For instructions about how to register the Data Provider Entra app in the tenant and establish SCIM connectivity, click [here](#).

Deploying LSEG Workspace in Teams

This section provides information about the application, as well as instructions on how to deploy, and how to enable or restrict the app to individual users.

To discover and download the application from the Microsoft Teams App Store:

1. Sign into the [Microsoft Teams admin center](#) with your administrator credentials.
2. Go to **Teams apps** > [Manage apps](#).
3. Using the search facility **1**, search for LSEG.

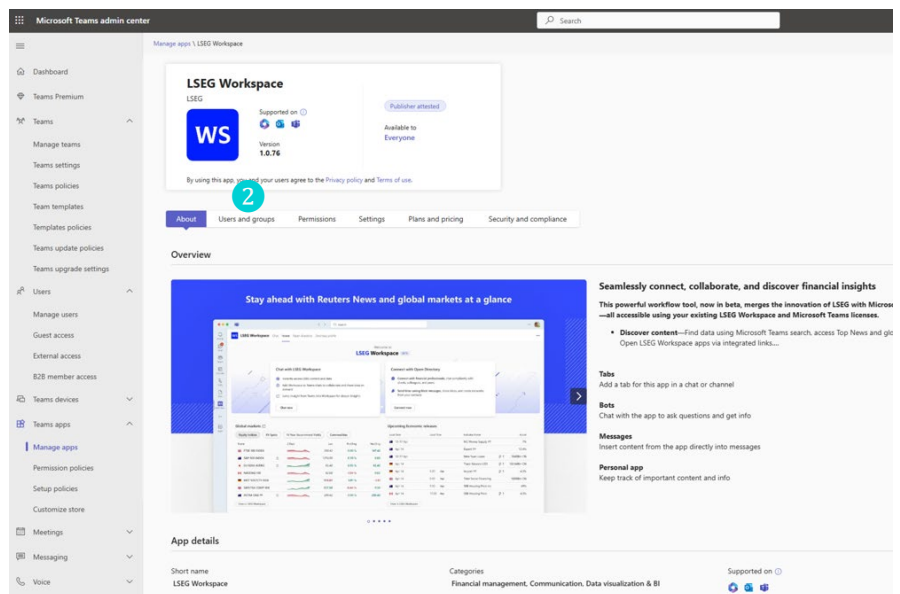


✦ By default, applications are available to everyone in your organization. To restrict access, follow the steps below.

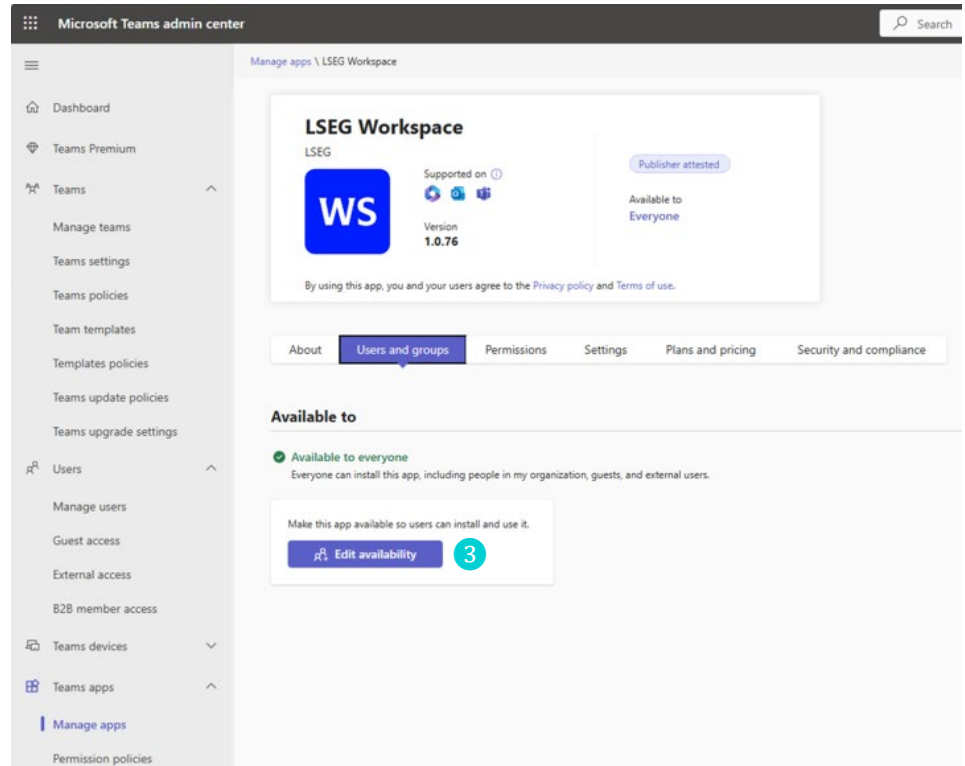
Restricting / enabling the app to individual users

If the LSEG Workspace in Microsoft Teams app is not available to everyone, it can be made available to selected users within your organization by performing the following steps:

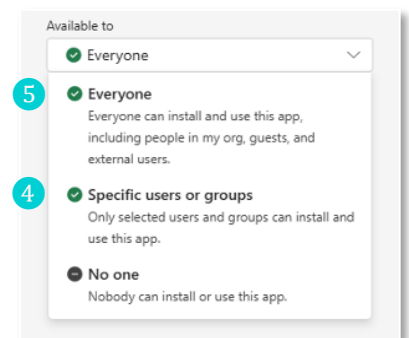
1. Go to **Teams apps** > [Manage apps](#).
2. Select the **Users and Groups** tab **2**.



3. Select **Edit availability** ③.



4. If access needs to be limited, click **Specific users or groups** ④. Otherwise, select **Everyone** ⑤.



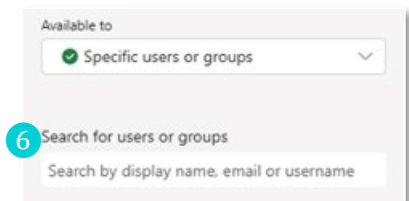
5. If you have selected **Specific users or groups**, in the **Search for users or groups** ⑥ field, type the names of the users for whom you want to make the app available.

These may be entered as:

- Display names
- Usernames
- Email addresses

6. Click **Apply**.

- ★ If you want your users to see the application by default in Teams, you can pre-install the application for end users by using an app setup policy. For more information, refer to <https://learn.microsoft.com/en-us/microsoftteams/teams-app-setup-policies>.



Granting permissions

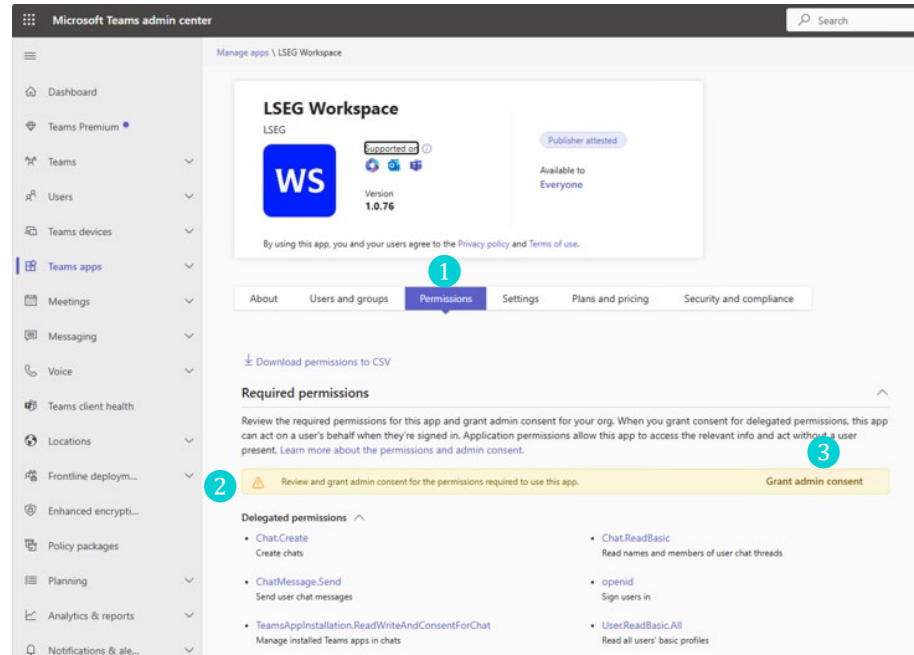
For the LSEG Workspace in Teams app to function correctly, the appropriate permissions must be granted.

For a list of these permissions, see [Appendix A: Required permissions](#).

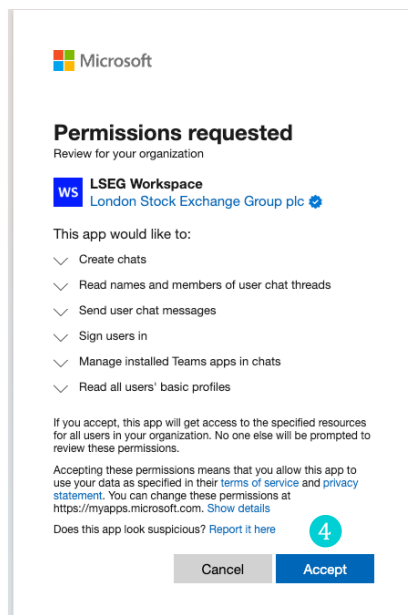
Providing Teams admin consent for all users

To provide Teams admin consent:

1. Go to **Teams apps** > [Manage apps](#).
2. In the search facility, search for LSEG.
3. Select the **LSEG Workspace** application.
4. Click the **Permissions** tab **1**.
A yellow banner **2** is displayed, stating **Review and grant admin consent for the permissions required to use this app**.
5. Select **Grant admin consent** **3**, shown at the end of the yellow banner.



A dialog box appears requesting permissions to be accepted.



6. Click **Accept** **4**.

Federating with external domains for Open Directory

To federate with external domains:

1. Sign into the [Microsoft Teams admin center](#) with your administrator credentials.

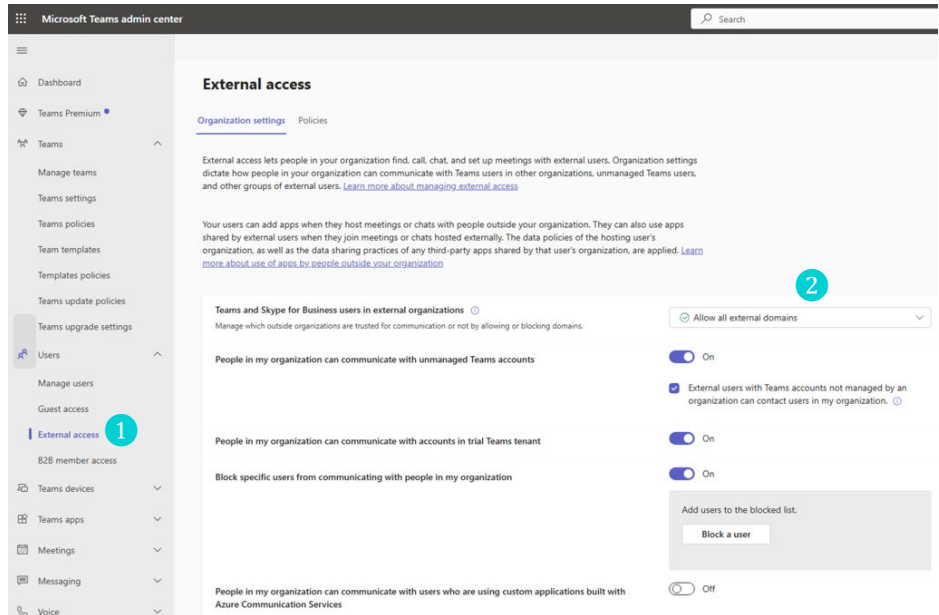
2. Go to **Users > External access** 1.

To use Open Directory, your users must be able to communicate with people in external organizations.

To enable this:

3. Choose **Allow all** or **Allow Specific external domains** 2.

If you choose **Allow specific external domains**, you also need to specify the Open Directory member domains.



Enabling external access for specific users

To enable external access and assign users to the new external access policy:

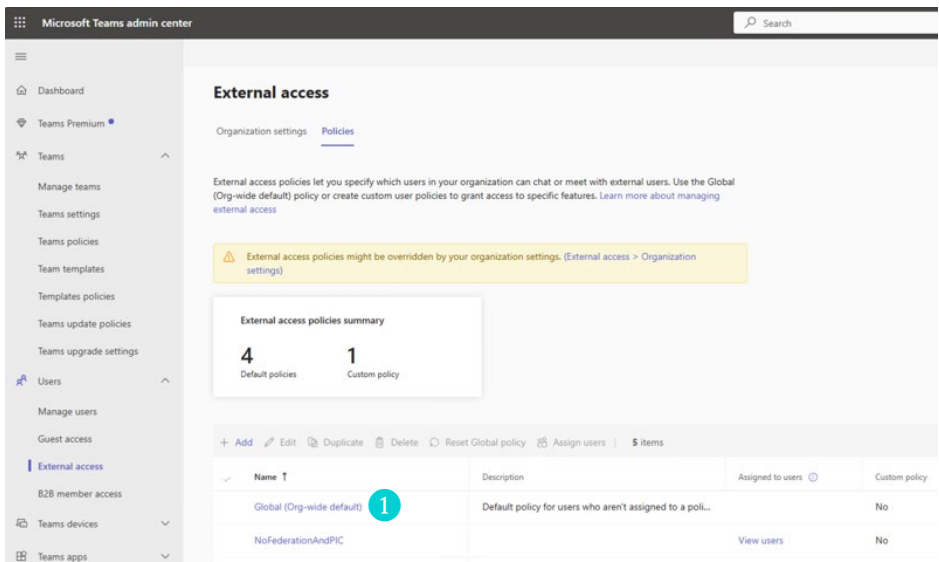
1. Select **Global (Org-wide default)** 1.

2. Enable Teams and Skype for Business users in external organizations.

✦ If you cannot enable this Org-wide, create a policy.

3. Assign the new policy to the relevant users or groups.

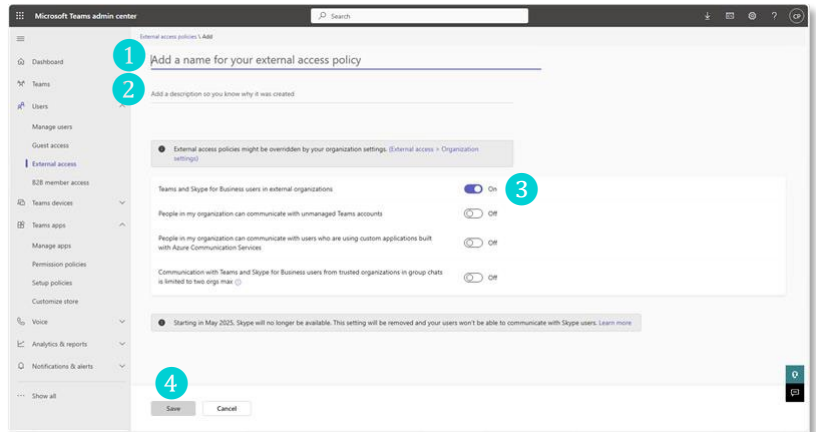
4. Navigate to **External access** and click **Add**.



Adding a new policy

To add a new policy:

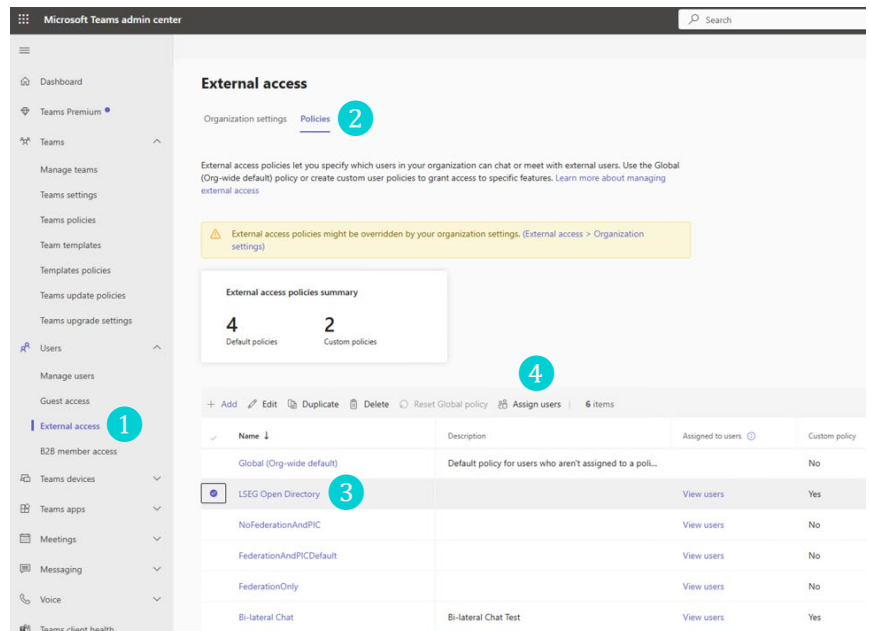
1. Add a title **1**.
2. Add a description **2**.
3. Ensure **Teams and Skype for Business users in external organization** **3** is enabled.
4. Click **Save** **4**.
5. Contact LSEG Support to enable LSEG Open Directory functionality within the WS Teams app to facilitate discovery.



Adding users to a previously created policy

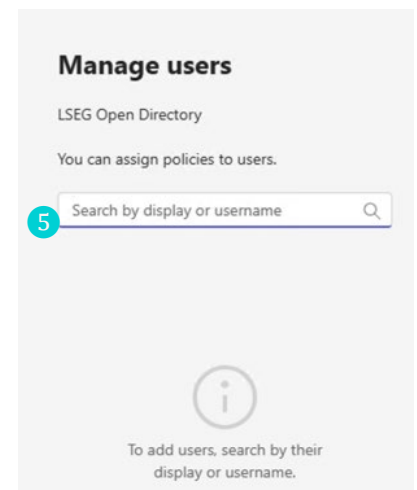
To add users to a policy:

1. Select **External access** menu item **1** and open the **Policies** panel **2**.
2. Select the policy **3** that was created in the [Adding a new policy](#) section, above.
3. Click **Assign users** **4**.



4. Using the **Manage users** side panel, enter the LSEG Workspace in Microsoft Teams users **5** you want to permission for external access.

Alternatively, Teams administrators can use PowerShell to specify external access for user groups. For instructions on how to do this, [click here](#).



Support

If you need support during any stage of the installation process, during the preview phase you can contact us here:
WSTEAMSonboarding@lseg.com.

Appendix A: Required permissions

The following table describes the permissions that should be granted to enable seamless collaboration and personalized user experiences within the LSEG Workspace app:

Permission	Description
Chat.Create	Used to create a new one-to-one or group chat when a user shares content via the 'Share via Teams' feature. It ensures the message is sent to the right recipient, even if no prior chat exists.
Chat.Read.Basic	Retrieves a list of recent chats the user has participated in. This helps the system suggest relevant recipients when the user is choosing someone to share with.
ChatMessage.Send	Allows the app to send a message on behalf of the user in the selected chat. This is needed to deliver the shared content (for example, a link or message) to the recipient.
openid	Required for Entra authentication.
TeamsAppInstallation.ReadWriteAndConsentForChat	Allows the app to install itself and its bot into a chat before sending a message. It ensures the app is properly set up to deliver the shared content.
User.ReadBasic.All	Used to obtain the image of other users via the graph endpoint.

★ These permissions apply to onboarded users only.