IT ADMIN ONBOARDING
AI PRODUCER IN TEAMS

Welcome to AI Producer in Teams! The first step is to review permissions and grant Admin consent. This is only needed one time, but is necessary to get started.

GRANT ADMIN CONSENT
The permissions need to be granted by your organization's Microsoft 365 tenant admin before users can access the AI Producer in Teams app and the Admin Portal. The user granting consent does not need to hold a license or be assigned as an admin to perform the following steps. Reviewing permissions and granting consent can be done at any time, even if the customer has not yet obtained AI Producer in Teams.

1 Review the permissions in Teams Admin Center

2 Grant Admin consent for AI Producer in Teams*

3 Grant Admin consent for AI Producer EXP*

*) If your organization prefers to review admin consent via requests in the Entra portal, have a non-admin user log in at https://portal.aiproducer.com with their Microsoft 365 account. This will trigger a consent notification and allow the user to submit a request with a business justification. Once submitted, the request can be reviewed in the Entra portal under Enterprise Apps > Admin consent requests.

CONFIGURE AZURE STORAGE (OPTIONAL)
By default, AI Producer in Teams stores videos and recorded productions in a publisher-managed Azure storage account. You can optionally connect your own Azure storage account for either or both of the following use cases. These steps require an Azure admin.

Azure Portal
1. Log in to your Azure Portal

2. Create a new storage account following the guidance here:
✓ Create an Azure storage account – Azure Storage | Microsoft Learn

Note that the storage account must be made accessible to the AI Producer infrastructure. To do this, either:

✓ Allow traffic from all public networks (Set the default public network access rule: Azure Storage | Microsoft Learn)
Or reach out to AI Producer Support for guidance on how to filter only traffic from the AI Producer infrastructure.

Optional: Create a specific container in the storage account if you wish to have a named location where AI Producer will upload to (Manage blob containers using the Azure portal – Azure Storage | Microsoft Learn)

3. Locate and copy the Connection string for the storage account (Manage account access keys – Azure Storage | Microsoft Learn)

Play Video Library
In the AI Producer Admin Portal:

1. Go to the Settings page.
2. Scroll down to the Video & Bumper Settings section and click Configure Storage Account for Play Video.
3. Two rows will appear. Paste the connection string in the first row and the optional container name in the second row.
4. Click Save Changes. The Admin Portal will validate the connection string and container name. The connection is encrypted before being stored.

Videos and bumpers uploaded by admins or users are now stored in the assigned Azure storage account and are available when setting up AI Producer in Teams and during meetings.

Save to OneDrive
When a user selects Save to OneDrive as a destination, recorded files are saved first to an Azure storage account, then sent as a Teams chat attachment to the user's OneDrive.

In the AI Producer Admin Portal:

1. Go to the Settings page.
2. Scroll down to Production Destination Settings and ensure Archive to OneDrive is toggled on.
3. Click Configure Storage Account and set the Assign an Azure storage account toggle on.
4. Two rows will appear. Input the connection string in the first row and the optional container name in the second row.
5. Click Save Changes. The Admin Portal will validate the connection string and container name. The connection is encrypted before being stored.

At the end of each production, AI Producer in Teams will send a Teams chat message requesting to send the production as an attachment. When the user allows AI Producer in Teams to send the file, it will be written to the user's One-Drive and deleted from the Azure storage account. If a user ignores the Teams chat, the file will be deleted after the retention period. AI Producer Admins can configure how often AI Producer in Teams shall retry sending, how many times it shall retry, and when it shall delete the file.

To learn more, please visit our Tutorials page.

If you have any questions regarding AI Producer in Teams please contact us at helpdesk@aiproducer.com