



# **Installing QBank Office 365 Connector**

(Word and PowerPoint)

# Change History

Version	Issue date	Prepared by	Description
Version 1.2	April 2025	Fredrik Berglund	Removed source ID and Document Category ID as that is configured in QBank in settings 2.1.
Version 1.1	June 2024	Fredrik Berglund	Added - Add settings to XML (for IT-departments) Added – Troubleshooting
Version 1.0	February 2024	Fredrik Berglund	First revision

## Table of Contents

Introduction.....	4
QBank Office 365 connector.....	4
Installing with MS 365 Admin Center .....	4
QBank Office 365 connector settings .....	6
Add settings to XML (for IT-departments) .....	7
Configure QBank Office 365 connector .....	8
Troubleshooting.....	9

# Introduction

This document provides an overview of the installation process for QBank Office 365 connector.

## QBank Office 365 connector

The installation of QBank Office 365 connector is done by downloading QBank Office 365 connector manifest.xml file and upload it through Microsoft 365 Admin Center to distribute it to your Office users.

## Installing with MS 365 Admin Center

### Step 1: Download QBank Office 365 connector file

1. Browse to <https://office-connector-prod.qbank.se/manifest.xml> and download it to your local device.

### Step 2: Accessing Microsoft 365 Admin Center

1. Open your web browser and navigate to the Microsoft 365 Admin Center by visiting <https://admin.microsoft.com>.
2. Sign in with your admin credentials (username and password) associated with your Microsoft 365 subscription.

### Step 3: Accessing the Office Add-ins Section

1. Once logged in, locate and click on "Show All" in the left-hand menu to reveal all the available options.
2. Scroll down or use the search bar to find and select "Settings" then "Integrated apps" under "Settings".
3. Click on "Deployed apps" to access deployed apps for your organization.

#### **Step 4: Uploading the QBank Office 365 connector**

1. Locate and click on "Upload custom apps" option.
2. Choose "Office Add-in" in the App type dropdown.
3. Choose Upload manifest file (.xml) from device. Navigate to the location where your downloaded QBank Office 365 connector file (Step 1) is stored on your local system.
4. Select the QBank Office 365 connector file (.xml manifest file) and click "Next".
5. Select if the deployment is for test or production.
6. Choose the users or groups to whom you want to assign QBank Office 365 connector and click "Next".
7. Click on "Next" to accept permissions requests.
8. Click on "Finish deployment" to review and finish deployment.

#### **Step 5: Verifying Installation**

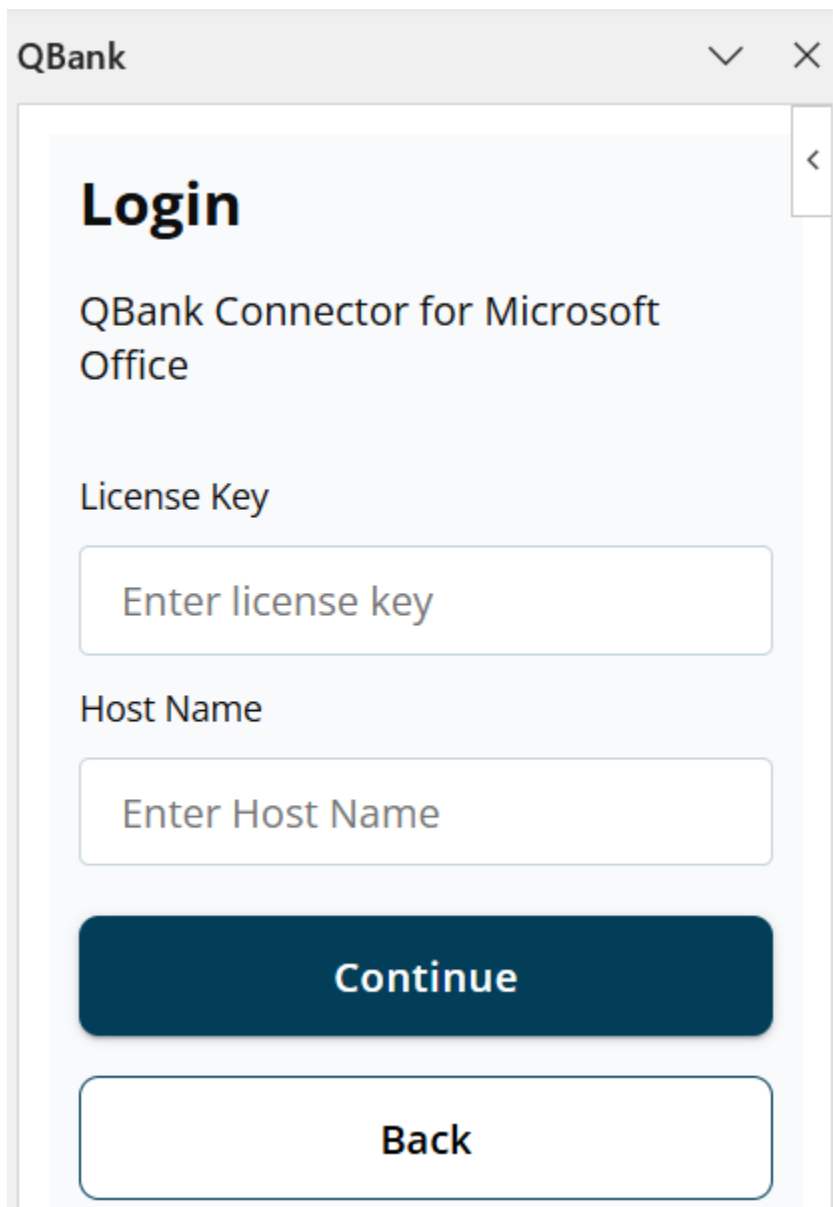
1. After assigning QBank Office 365 connector, ensure that the installation is successful.
2. Ask the assigned users to open the relevant Office application (Word and PowerPoint).
3. Verify that QBank Office 365 connector appear on the "Start" ribbon page and functions correctly within the Office application.

#### **Step 6: Conclusion**

Congratulations! You have successfully installed and configured the QBank Office 365 connector through the Microsoft 365 Admin Center.

## QBank Office 365 connector settings

Users need to enter your customer specific details to get access to your QBank through the QBank Office 365 connector. These settings details will be distributed to your QBank contact.



The image shows a software window titled "QBank" with standard window controls (minimize, maximize, close). Inside the window is a "Login" section for the "QBank Connector for Microsoft Office". It contains two input fields: "License Key" with the placeholder text "Enter license key", and "Host Name" with the placeholder text "Enter Host Name". Below these fields are two buttons: a dark blue "Continue" button and a white "Back" button with a dark border. A back arrow icon is visible in the top right corner of the login panel.

**Login**

QBank Connector for Microsoft Office

License Key

Enter license key

Host Name

Enter Host Name

**Continue**

**Back**

## Add settings to XML (for IT-departments)

If you do not want your users to enter the settings themselves, you can enter them in the manifest.xml file yourself before you distribute the connector to your users. The settings will then be prefilled for your users.

1. Browse to <https://office-connector-prod.qbank.se/manifest.xml> and download it to your local device.
2. Open the manifest.xml file in an editor (example: Visual Studio Code).
3. Edit line 23 'SourceLocation'

Add your settings to these commands to the url: qbankHost, clientId, categoryId, sourceId.

**Example:**

```
<SourceLocation DefaultValue="https://office-connector-  
prod.qbank.se/taskpane.html?qbankHost=connector-  
prod.qbank.se&clientId=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx" />
```

4. Edit line 116 'bt:Url id="Taskpane.url"'
5. Add your settings to these commands to the url: qbankHost, clientId, categoryId, sourceId.

**Example:**

```
<bt:Url id="Taskpane.Url" DefaultValue="https://office-connector-
staging.qbank.se/taskpane.html?qbankHost=connector-
prod.qbank.se&clientId=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx" />
```

6. Save the manifest.xml
7. Go to step 2 in [QBank Office 365 connector](#)

# Configure QBank Office 365 connector

You can customize the QBank Office 365 connector to use your logo icon and change icon text and group text on the “Start” ribbon page.

## Change logo icon

To change the logo icon in the "Start" ribbon page change “IconUrl” and the “HighResolutionIconUrl” in the manifest.xml. You need to use url for a logo icon that is published public.

**Note!** You are doing this at your own risk as you are responsible that the image is published public as long as you are using that image in your customized QBank Office 365 connector file.



Image 1 - Logo icon connector

## Change logo icon text and command group name text

To change the text (QBANK) under the logo icon and the commands group (Commands Group) change the TaskpaneButton.Label and CommandsGroup.Label in the manifest.xml

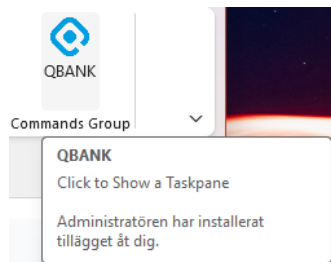


Image 2 – Logo icon text and command group text



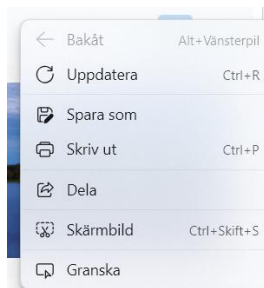
# Troubleshooting

Issues with connecting to your QBank login

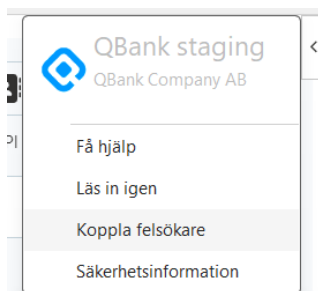
If you experience issues to get the login screen using Office 365 connector you can clear the cache and restart the connector.

## Windows

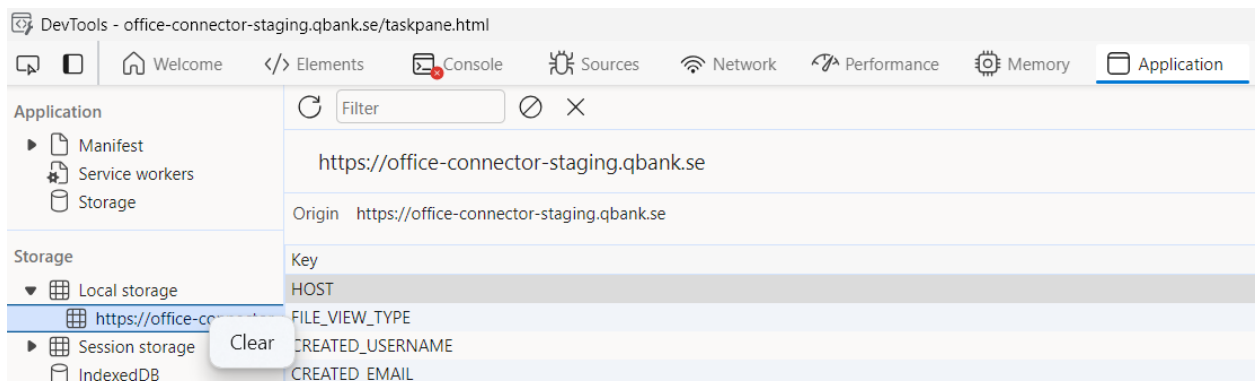
1. Right click on the connector and select inspect (Granska)



or click on the menu on the top right and select View Source

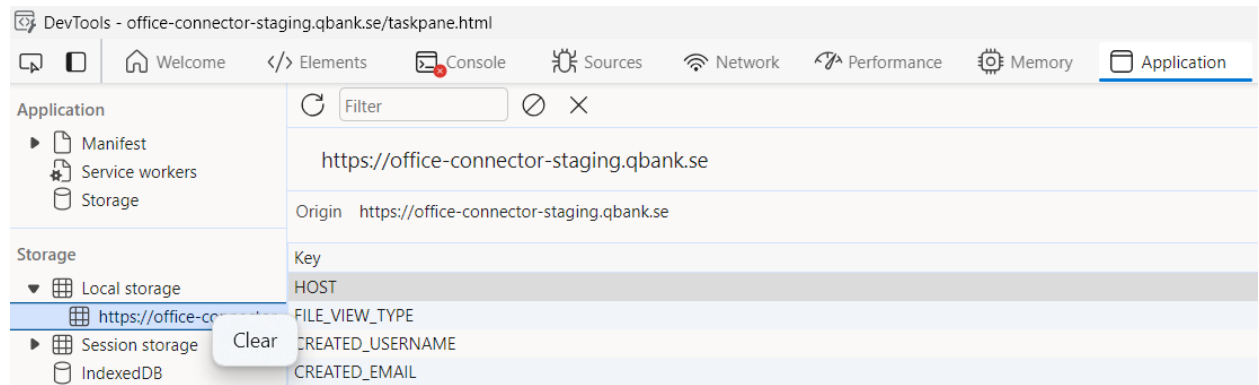


2. Select Application menu -> Local Storage -> <https://office-connector-staging.qbank.se>.....
3. Right Click and select Clear



4. Close Inspect window

5. Close the connector window
6. Open the connector again



## Mac

1. Select the menu in the top right corner
2. Choose Clear Web Cache
3. Close the connector window
4. Open the connector again