

LSEG WORKSPACE

MEETING PREP USER ACTIVATION GUIDE FOR ADMINISTRATORS

Meeting Prep is an AI-driven Microsoft® application that delivers reports on public companies. It is powered by LSEG® data and news and is easily accessible through Microsoft Teams.

LSEG Workspace users can download Meeting Prep from the Microsoft Teams app store and access their Workspace data in Meeting Prep.

Administrators should follow the instructions below to enable users in their organisation to access Workspace data in Meeting Prep.

Pre-requisites

The pre-requisites for a customer accessing Workspace data in Meeting Prep are:

- The customer must have an LSEG-granted licence (SCIM access) in place to perform tenant registration.
- The customer's administrator requires Workspace access and an administrator role to access Workspace admin tools.

① Current access to Workspace admin tools does not cover the tenant registration process; additional privileges are required.

To request licenses and permissioning, you can contact LSEG Support through [MyAccount](#), or speak to your dedicated Account Team.

Enabling users to access Workspace data in Meeting Prep

Enabling users involves performing the following procedures:

- [Accessing the Workspace admin tool](#)
- [Finding your Entra Tenant ID](#)
- [Registering your tenant in the Workspace admin tool](#)
- [Setting up the gallery app in the Entra admin portal](#)
- [Provisioning users in the Entra admin portal](#)

① This document also has a section containing [Useful links](#).

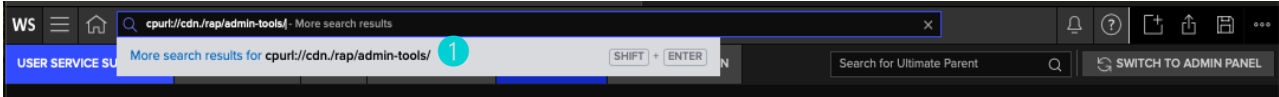
If you experience any problems performing the steps outlined in this document, you should raise an issue in [MyAccount](#).



Accessing the Workspace admin tool

To access the Workspace admin tool:

1. Log in to Workspace.
2. Either:
 - Navigate to admin tools, or
 - Enter **cpurl://cdn./rap/admin-tools/** into the Search bar. ①



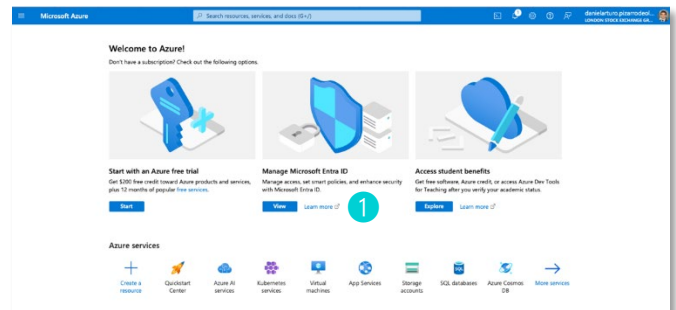
The Workspace admin tool is launched.

Finding your Entra Tenant ID

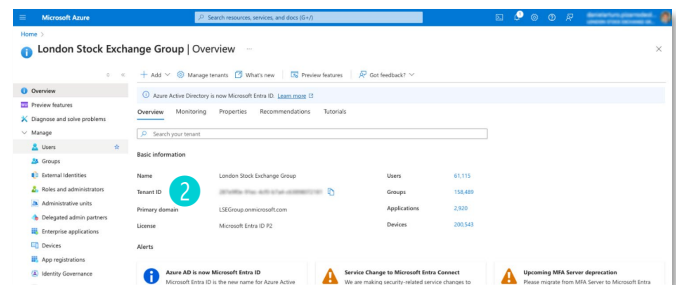
Your Microsoft Entra Tenant ID is the authentication identification code for your organisation that is assigned by Microsoft. You will need this ID to register your tenant in the Workspace admin tool.

To find this code:

1. Log in to <https://portal.azure.com/#home>.
The Microsoft Azure Welcome page opens (opposite).
2. Click the Manage Microsoft Entra ID **View** ① button.



The **Overview** page opens (opposite).
The Tenant ID ② is shown under the Basic Information section.

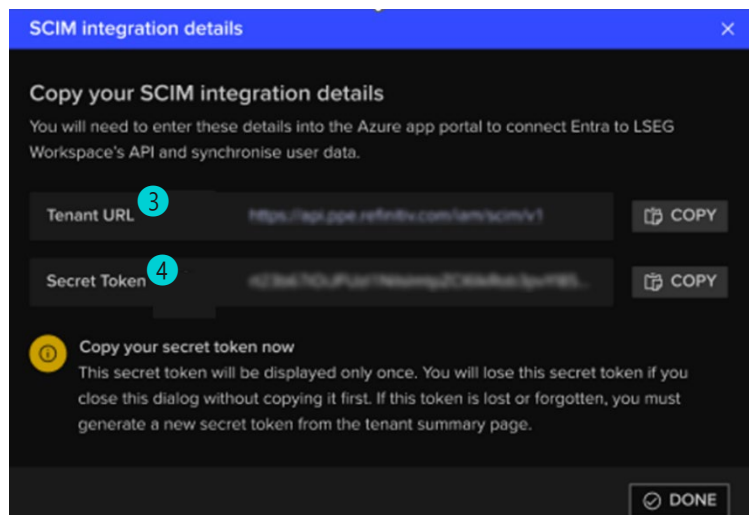
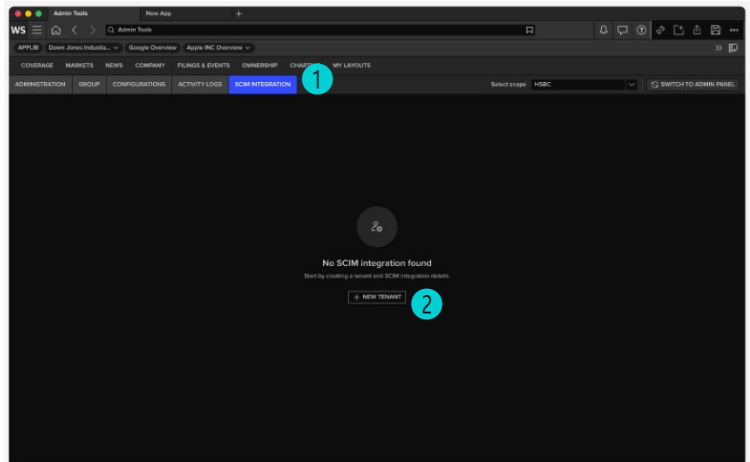


Registering your tenant in the Workspace admin tool

To register your tenant in the Workspace admin tool:

1. On the SCIM INTEGRATION tab **1**, click **+ NEW TENANT**. **2**
2. Enter your organisation's Tenant Name and Tenant ID, and click **CREATE**.
3. When all the following tasks have been completed (denoted by a green check box), the setup has been successful.
 - Creating application
 - Certifying application
 - Certifying service account
 - Assigning license
 - Creating tenant configuration
4. Make a note of the Tenant URL **3** and Secret Token **4** that are generated and displayed.

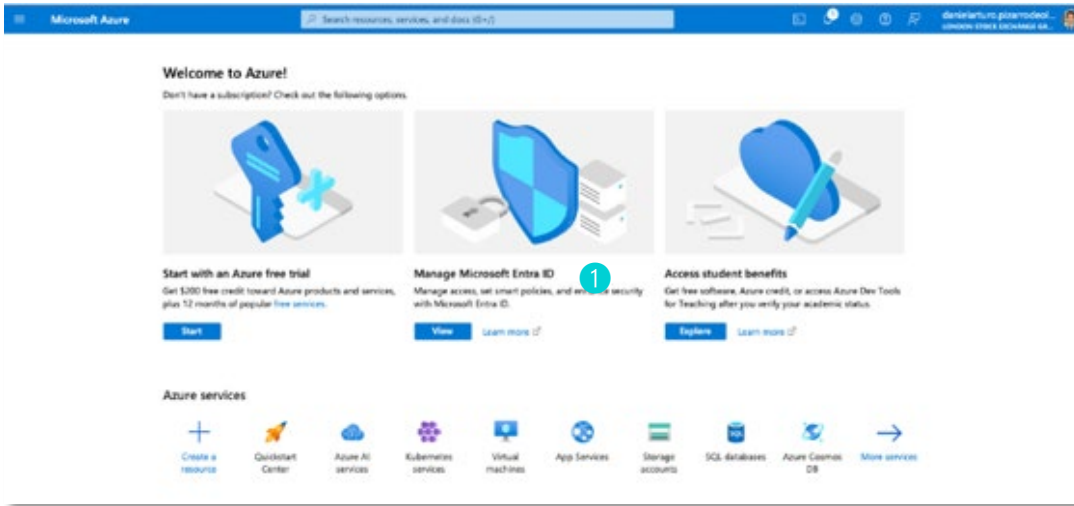
i The Secret Token is valid for six months. To obtain another one after it has expired, you must re-link the Entra tenant to Workspace by generating a new Entra Secret Token using the steps described above.



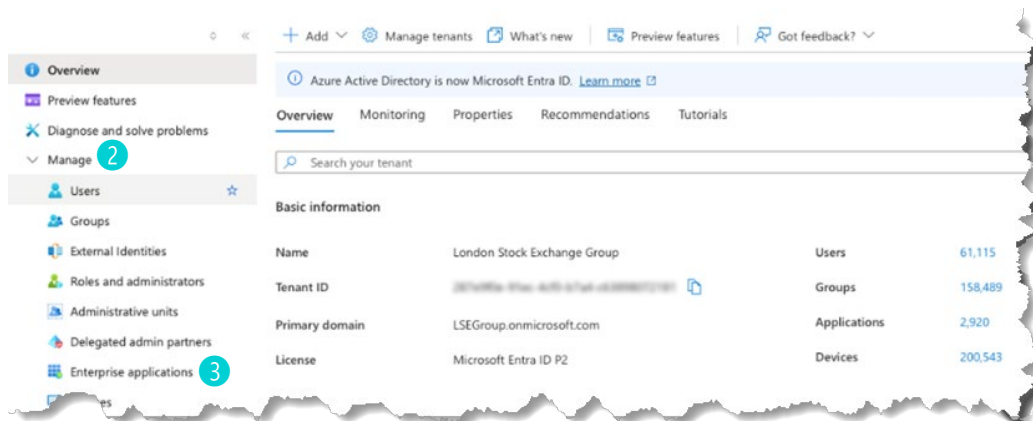
Setting up the gallery app in the Entra admin portal

To set up the gallery app in the Entra admin portal:

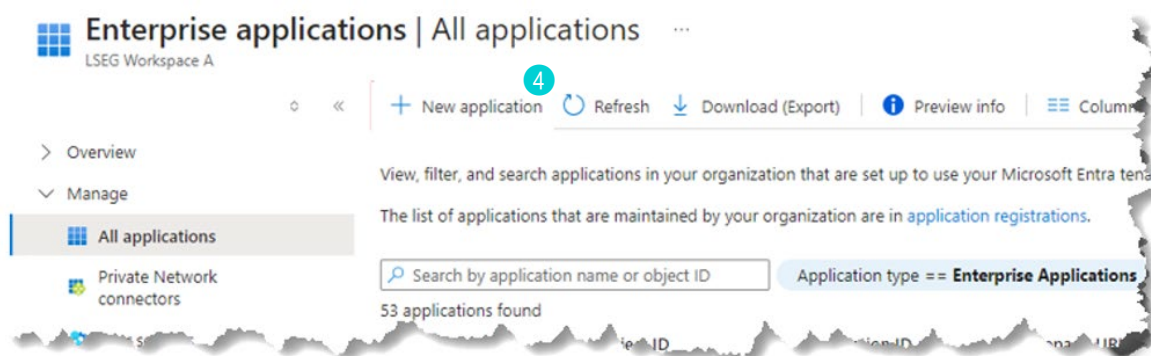
1. Log in to <https://portal.azure.com/#home>.
2. Click the **Manage Microsoft Entra ID View** button. ①
3. The Overview page opens.



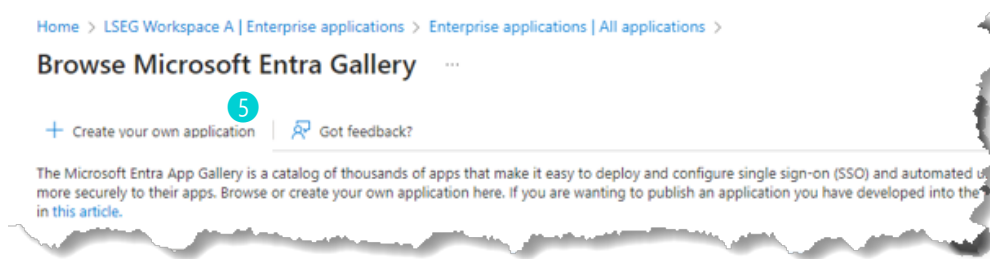
4. To open the menu, click the **Manage** ② menu item, and then click **Enterprise Applications**. ③



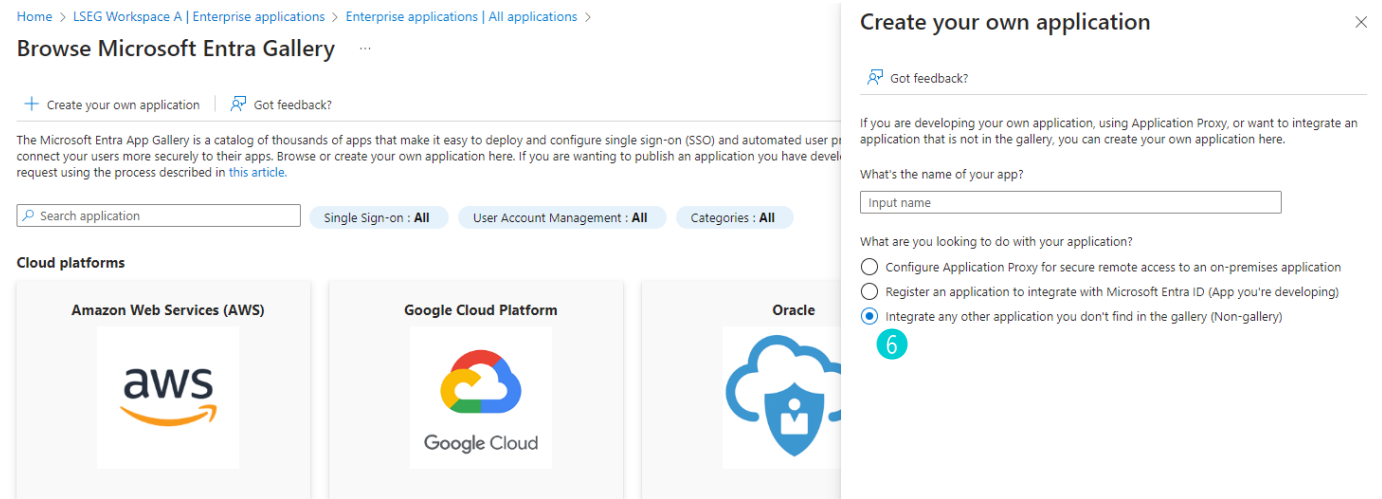
5. Select **New application** in the new page. ④



6. Click **Create your own application**. 5



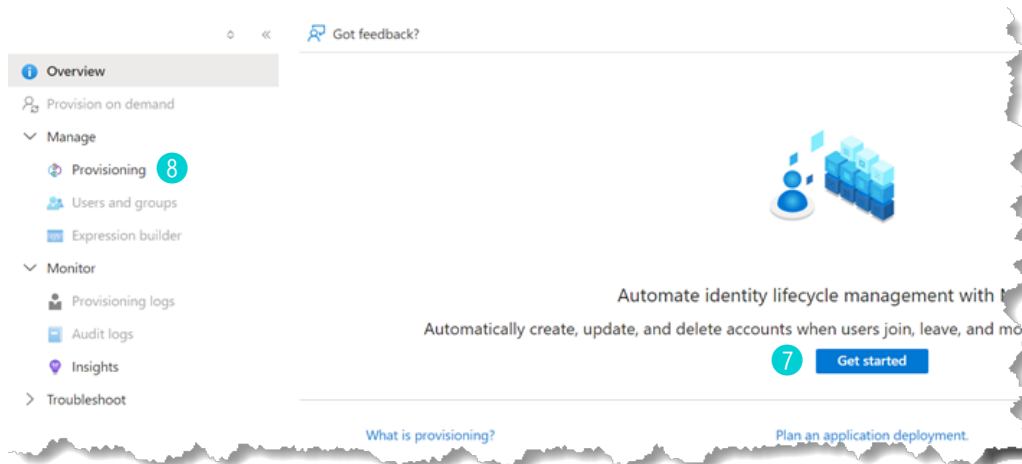
7. In the resulting side panel, input LSEG SCIM as the app name and select **Integrate any other application you don't find in the gallery (non-gallery)**. 6



8. Click **Create**. A new page with the application overview will open.

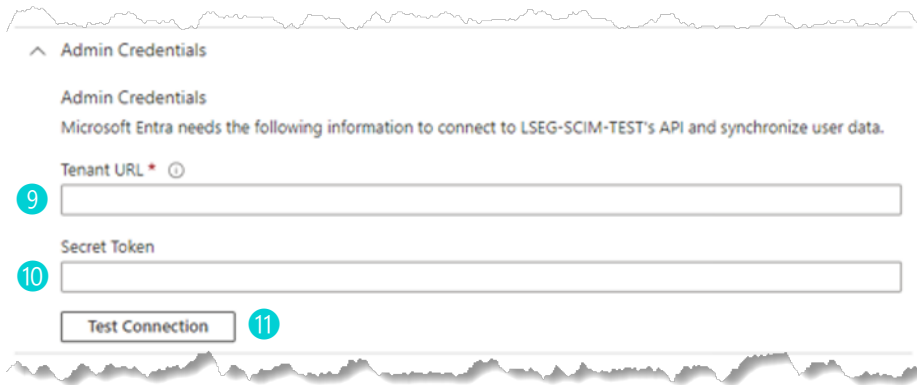
9. Click the **Provisioning** tab on the left-hand side of the screen.

10. Click **Get started** 7 on the new page or **Provisioning** 8 on the side panel.



11. Select **Automatic** from the **Provisioning Mode** drop down list.

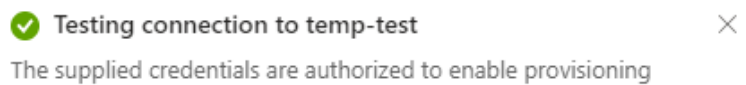
12. Enter **Tenant URL** 9 and **Secret Token** 10 obtained from Step 4 in [Registering your tenant in the Workspace admin tool](#).



① Ensure Provisioning Status is set to **Off**.

13. Click **Test Connection**. 11

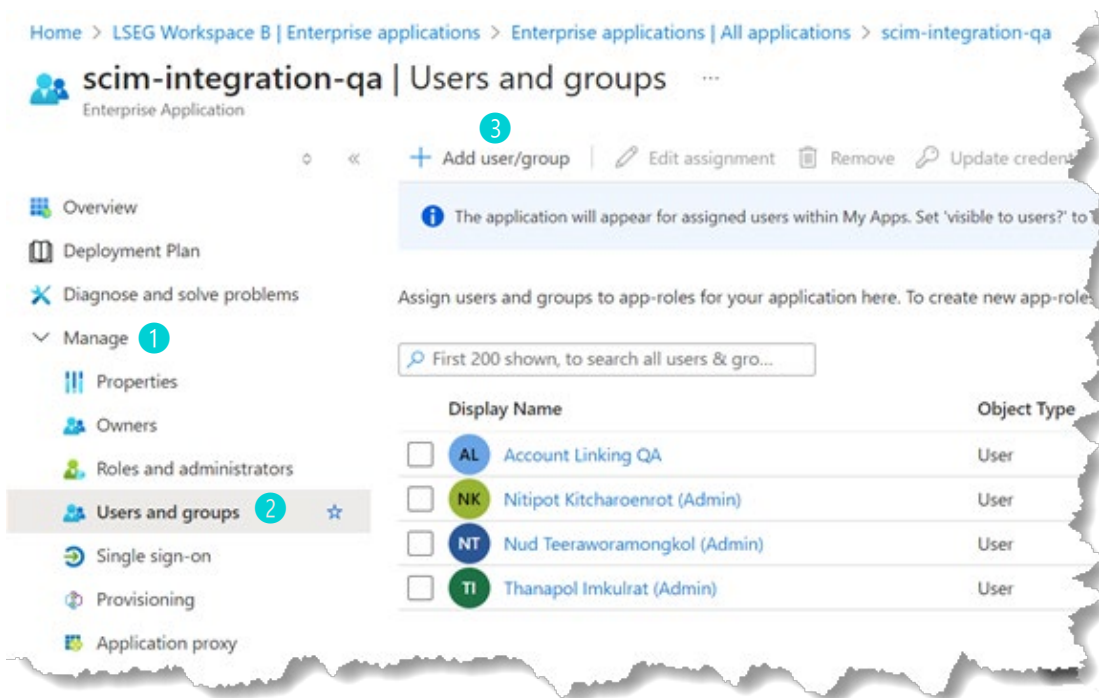
If successful, a green tick will appear on screen, which means that your app has successfully been registered.



Provisioning users in the Entra admin portal

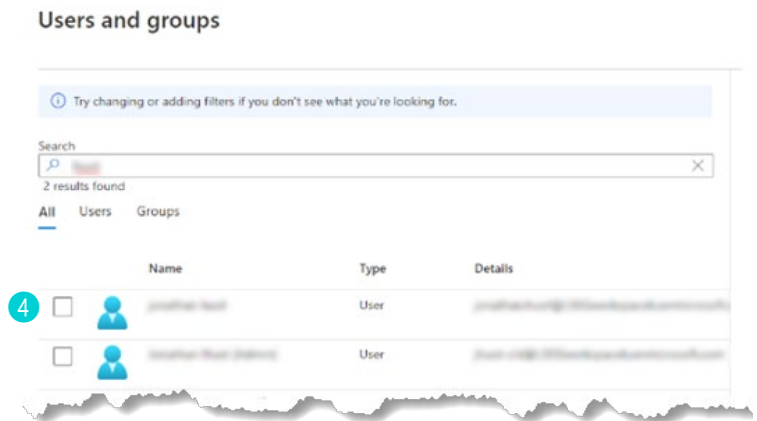
To provision users in the Entra admin portal:

1. Click **Provisioning** in the left-hand panel.
2. Select **Manage** 1 > **Users and groups**. 2

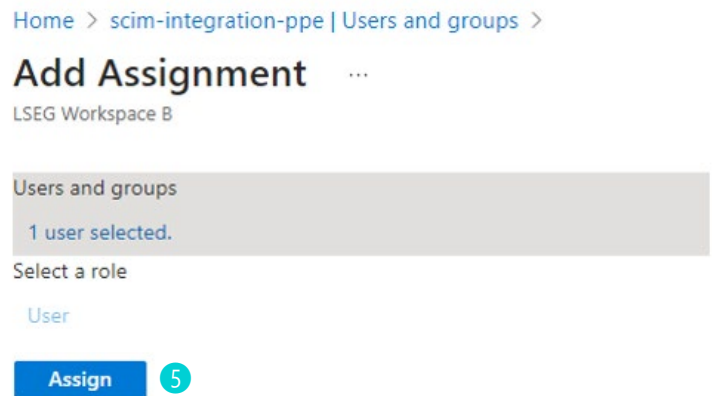


3. On the resulting screen, select **Add user/group**. 3
4. Click **None Selected** in the resulting Add Assignment screen. A new panel displays on the right side of the screen.

5. Choose the users you want to enable **4** and click the **Select** button at the bottom of the right hand panel.

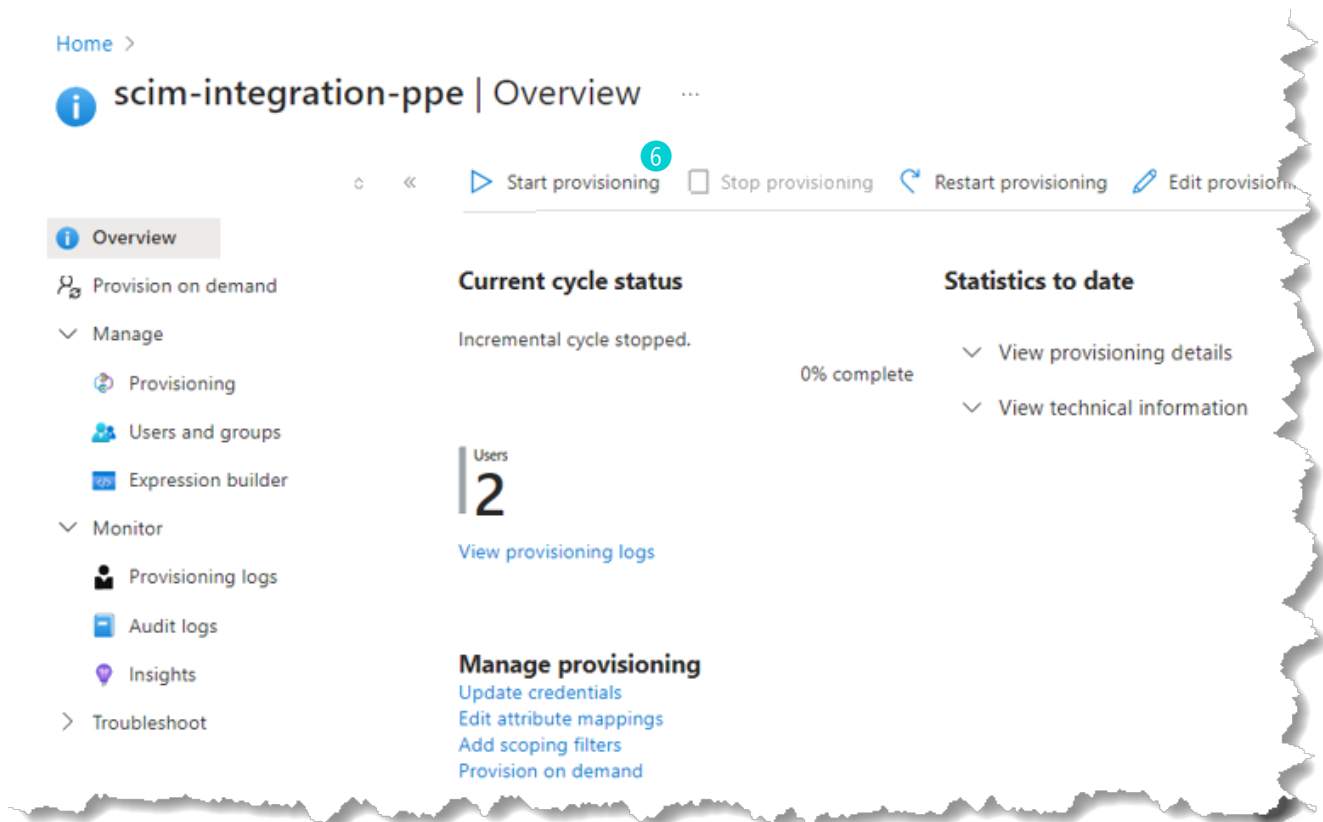


6. Click the **Assign** **5** button at the bottom of the left side panel.



A green tick will appear on screen indicating a successful assignment.

7. Navigate to the **Overview** option in the left side panel and select **Start Provisioning** **6** from the top of the page. This will provision all the users that have been added.



Once complete, the cycle status will display as '100 % complete'.

Useful links

For more information, click the below links.

- [Quickstart: Add an enterprise application](#)
- [Microsoft Entra on-premises application provisioning to SCIM-enabled apps](#)