

Assign Users to Groups

Assign users to the appropriate groups that have been created. Anyone setup in the BSN-Managers group will also have an employee account.

Be sure not to assign non-user accounts to these groups as portal accounts will be created for all users assigned. Any user assigned to the BSN-Employees group and the BSN-Managers group will have the manager roll take precedence.

Create Tag Groups (Optional)

Tags are used for creating specific groups, typically to separate users by department, to create groups you'd like to send specific phishing email to, or to simplify tracking in the portal.

If you would like to use Tag Group, please create them using the following parameters:

- **Group Type** – Security
- **Group Name** – BSN-TAG-*tagname*
 - “tagname” will be the tag you want the users associated with
 - Examples: BSN-TAG-ExecutiveTeam, BSN-TAG-Finance, etc...
- **Group Description** – Optional field if you would like to add details on the tag you created.

Assign users to the group accordingly.

NOTE: For those using on-premise along with Azure Sync to synchronize with the free tier of Azure AD; nested group memberships are not supported for group-based assignment at this time.

Completing Directory Sync

The Telesystem ThreatProtector team will need valid credentials for an account that is designated as a Global Admin within your tenant to complete the setup. This will provide the SAT portal with access to the following:

- Sign in and read user profile
- Read all users full profiles
- Read all groups
- Read directory data
- Read all group memberships

Depending on the user count within your Office 365 tenant, the users should begin appearing with the User tab in the SAT portal in approximately 5 minutes.