



User guide

Microsoft 365 Tenant Documentation: the Windows app and the portal

Windows app and portal 0.1.0 · October 2026

The newest version of this guide is on the website, under User guide.

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1. Create the workspace and sign in

GlacierPoint Atlas writes the dated, as-built document of a Microsoft 365 tenant. Two parts do the work. **The Windows app** runs on a computer of yours, signs in to Microsoft as you, reads the tenant and uploads one sealed run. **The portal**, in your browser, holds your workspace, writes the document from the run and gives it to you as a page, a PDF and a Word file. Nothing in your tenant is ever changed by a run; the only thing the product writes in a directory is the registration of scheduled runs, and only after you confirm it (section 8).

A workspace holds your team, your tenants and every document. **Start free** creates a Preview workspace: free, no card, two runs of one tenant.

Create a workspace

1 Signed in as **dana.ruiz@contoso.com**

Organization

2 Contoso Ltd

3 ☒ I agree to the **Terms of Service** (version 2026-11-01) on behalf of **my organization** and confirm that I am authorized to do so.
Our **Privacy Policy** explains how we handle your data.

4 **Create my workspace**

Already have a workspace? **Sign in**

The sign-up card, after the sign-in through GlacierPoint Accounts.

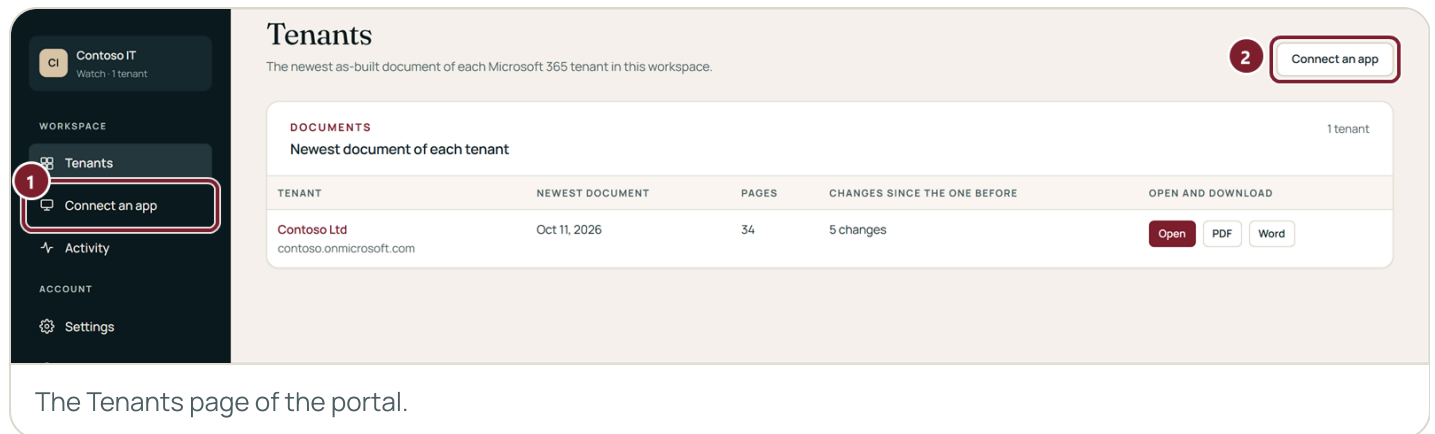
- 1 You sign in with your GlacierPoint account: **Continue with GlacierPoint** opens the sign-in of GlacierPoint Accounts, which emails you a code once and confirms the address. The same sign-in serves every GlacierPoint product, and there is no password to keep. You come back to this page with the address shown here.
- 2 The name of your organization. It names the workspace and is printed on the documents as the preparer.
- 3 The Terms of Service, when a version is in force: you accept them for your organization, with the version shown. The Privacy Policy is linked below it.
- 4 **Create my workspace** creates the Preview workspace and signs you in as its owner.

Next time, choose **Sign in** at the top of any page and use the same GlacierPoint account. The first person to sign in is the owner; owners invite colleagues in Settings (section 10).

The portal says "Contoso Ltd", "Dana Ruiz" and similar names in the pictures of this guide: they are the fictional sample tenant that the app and the portal show in their demonstration.

2. Connect the app

The app is downloaded from the portal and connected to your workspace once per computer, the first time you run. The portal's menu entry **Connect an app** and the button of the same name at the top of the Tenants page open the page where you approve a connection.



The screenshot shows the 'Tenants' page in the portal. The left sidebar has a 'Connect an app' menu item highlighted with a red circle and the number 1. The main content area shows the 'Tenants' page with a 'Connect an app' button highlighted with a red circle and the number 2. The page displays a table of documents for each tenant, with one tenant listed: Contoso Ltd.

TENANT	NEWEST DOCUMENT	PAGES	CHANGES SINCE THE ONE BEFORE	OPEN AND DOWNLOAD
Contoso Ltd contoso.onmicrosoft.com	Oct 11, 2026	34	5 changes	<button>Open</button> <button>PDF</button> <button>Word</button>

- 1 **Connect an app** in the menu.
- 2 The same page from the head of the Tenants page.

The Terms of Service

When the portal has a version of the Terms of Service in force, the app shows it before its first connection to that portal, and again when a new version comes into force.

TERMS OF SERVICE

Before this app connects

- 1 atlas.glacierpointtech.com asks you to accept its Terms of Service, version 2026-11-01, before this app connects to it.

By continuing you accept the GlacierPoint Atlas Terms of Service, version 2026-11-01, for your organization.

Read the [Terms of Service](#). Our [Privacy Policy](#) explains how we handle your data.

Accept: the app remembers this for this portal and version and sends the version with the connection; a new version asks again. Quit: the app closes and nothing is connected or read.

2

Quit

Accept

Before the first connection: accept the Terms, or quit.

- 1 What you accept, for your organization, and the version. The links open the Terms of Service and the Privacy Policy on the website.
- 2 **Accept** remembers the version for this portal. **Quit** closes the app; nothing is connected or read.

The pairing code

When you press **Run** on a computer that is not connected yet, the app asks the portal for an eight-character code, shows it, and opens the portal's Connect an app page in your browser with the code filled in.



- 1 The connection code.
- 2 Copies the code again, if you need to type it in the portal yourself.
- 3 Enter the code only on the portal, never on a Microsoft page.

In the portal, sign in if asked. Only an owner or an operator of the workspace can approve.

CONNECTION

Approve this app

Connection code

1

Eight characters, shown in the Windows app. Letters are not case sensitive.

2

Device	CONTOSO-ADM01
App version	0.1.0
Windows	Windows 11 Pro 24H2
Requested	Oct 12, 2026, 3:52 PM
From address	203.0.113.24

Name for this app (optional)

3

Shown with the runs this app uploads. The machine name is used when you leave this empty.

4 ☐ I confirm that Contoso IT owns each Microsoft 365 tenant this app connects to this workspace, or has its owner's written authorization to have its configuration read and written up in a document, and that I am authorized to connect it to this workspace.

Recorded with your account and the time, and kept with each tenant this app registers.

5

Approve only if the device name, the time and the address match the app in front of you.

The portal's Connect an app page, after Check the code.

- 1 The code from the app. Type it and choose **Check the code** if the page did not open with it already filled in.
- 2 The computer that asked: its name, the app version, Windows, when and from which address. Approve only when they are the computer in front of you.
- 3 A name for the app, such as "Admin workstation", shown in Settings and in the activity log. Leave it empty to use the machine name.
- 4 The authorization statement: your organization owns each Microsoft 365 tenant this app connects to the workspace, or has its owner's written authorization to have its configuration read and written up in a document, and you may connect it. It is recorded with your account and the time and kept with each tenant the app registers.
- 5 **Approve this app** becomes available once the statement is ticked. Within a few seconds the app shows that it is connected and the run goes on.

An owner can remove a connected app at any time in Settings, under **Windows app** (section 10).

3. Run

The app signs in on Microsoft's own page in your browser, with an administrator account of the tenant. No password is typed in the app; the sign-in is held in memory for the run and discarded when it ends. Then it reads the settings of the tenant, read-only, and uploads one sealed run.

Read-only. You sign in on Microsoft's page, never here; the portal writes the dated document from what this app reads.

1

1 Sign in
Microsoft's page
Press **Sign in to Microsoft**

2

2 Approve
Waiting for the portal

3

3 Run
A few minutes

4

4 Report
Opens in the portal

Tenant
Read from the signed-in tenant only

Step 1 of 4. Opens Microsoft's sign-in page in your browser; sign in there with an account that can read the configuration (Global Reader is enough). No password is typed in this app, nothing is cached, and no code is needed unless the browser cannot be opened.

2

Sign in to Microsoft →

Tenant

Tenant ID

Not signed in

Sign in on Microsoft's page to read the tenant. The token is held in memory only.

NOT SIGNED IN

CONSENT

Checked after sign-in
13 read-only Graph scopes: 3 required, 10 optional. Exchange Online is read with its own sign-in.

This run

Read-only configuration reads

The settings the signed catalog names, through Microsoft Graph and Exchange Online, and the mail records of your domains. No mail, no files, no sign-in logs, no secret values.

Tokens stay on this machine

Held in memory for this run and discarded. Nothing is cached to disk. Exchange Online takes one more sign-in on Microsoft's page, held the same way.

Encrypted before upload

Sealed here with AES-256-GCM to the portal's key. Secrets and keys are removed on this computer before sealing.

3

☐ I authorize a read-only documentation run of the signed-in tenant, uploaded sealed to atlas.glacierpointtech.com.

Nothing in the tenant is changed. The token is discarded when the run ends.

4

Sign out

Run →

The app before the sign-in.

- 1 The four steps of a run: **Sign in, Approve, Run, Report**. The line in color under the current step says what to do next.
- 2 **Sign in to Microsoft** opens Microsoft's sign-in page. Microsoft's page names the app the sign-in is for; that is expected.
- 3 The authorization box: "I authorize a read-only documentation run of the signed-in tenant, uploaded sealed to the portal." Tick it to confirm that you may have this tenant documented.
- 4 **Run** starts the run once you are signed in and the box is ticked.

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The consent card

The app asks for thirteen read-only Microsoft Graph permissions: three are required (`Organization.Read.All` , `Directory.Read.All` and `Domain.Read.All`) and ten are optional, among them the five that read Intune. After the sign-in, the Consent card says how many were granted.

The screenshot shows the Microsoft Graph consent card interface. It is divided into two main sections. The top section, labeled '1', shows the user's profile: a circular avatar with 'DR', the email 'dana.ruiz@contoso.com', and the text 'Contoso Ltd · signed in on Microsoft's page · token held in memory only'. To the right of this is a 'SIGNED IN' status and a 'Switch account' button. The bottom section, labeled '2', is titled 'CONSENT' and contains a '3' callout for a 'Required scopes granted' section. This section states 'The settings these read are recorded as not granted until they are:' followed by a list of five optional permissions: 'DeviceManagementConfiguration.Read.All (optional)', 'DeviceManagementManagedDevices.Read.All (optional)', 'DeviceManagementServiceConfig.Read.All (optional)', 'DeviceManagementRBAC.Read.All (optional)', and 'DeviceManagementApps.Read.All (optional)'. Below this list, it says 'Granted: 8 of 13 (Organization.Read.All, Directory.Read.All, Domain.Read.All, User.Read.All, Group.Read.All, Application.Read.All, Policy.Read.All, RoleManagement.Read.Directory)'. At the bottom of the consent section is a '4' callout for a 'Grant consent' button. Below the button, it says 'Opens Microsoft's consent page with the thirteen read-only scopes. Tick "Consent on behalf of your organization" there only if other people in the organization will run this app.' At the very bottom of the interface, it says 'Signed in as dana.ruiz@contoso.com' and 'Signed in, with five optional permissions not granted yet.'

1

dana.ruiz@contoso.com
Contoso Ltd · signed in on Microsoft's page · token held in memory only

SIGNED IN

Switch account

2

CONSENT

3

✓ Required scopes granted

The settings these read are recorded as not granted until they are:

- DeviceManagementConfiguration.Read.All (optional)
- DeviceManagementManagedDevices.Read.All (optional)
- DeviceManagementServiceConfig.Read.All (optional)
- DeviceManagementRBAC.Read.All (optional)
- DeviceManagementApps.Read.All (optional)

Granted: 8 of 13 (Organization.Read.All, Directory.Read.All, Domain.Read.All, User.Read.All, Group.Read.All, Application.Read.All, Policy.Read.All, RoleManagement.Read.Directory).

4

Grant consent

Opens Microsoft's consent page with the thirteen read-only scopes. Tick "Consent on behalf of your organization" there only if other people in the organization will run this app.

Signed in as dana.ruiz@contoso.com

Signed in, with five optional permissions not granted yet.

- 1 The account you signed in with and its organization. Check that it is the tenant you meant; **Switch account** signs in again with another.
- 2 The consent card: **Granted: 8 of 13**. When all thirteen are granted it says so.
- 3 The permissions that are missing. The settings they read are recorded as not granted, and the document says so in its register of what was not collected (section 4). A missing required permission stops the run before anything is read.
- 4 **Grant consent** signs in again on Microsoft's page and asks for the missing permissions. Tick "Consent on behalf of your organization" there only if other people in the organization will run the app.

The Exchange Online module

Mail flow and mail protection (sections 4 and 5 of the document) are read through Microsoft's Exchange Online PowerShell module, in one more sign-in on Microsoft's page. The card under the consent card says whether the module was found on this computer.

1

CONSENT
✓ Granted
All 13 read-only scopes.

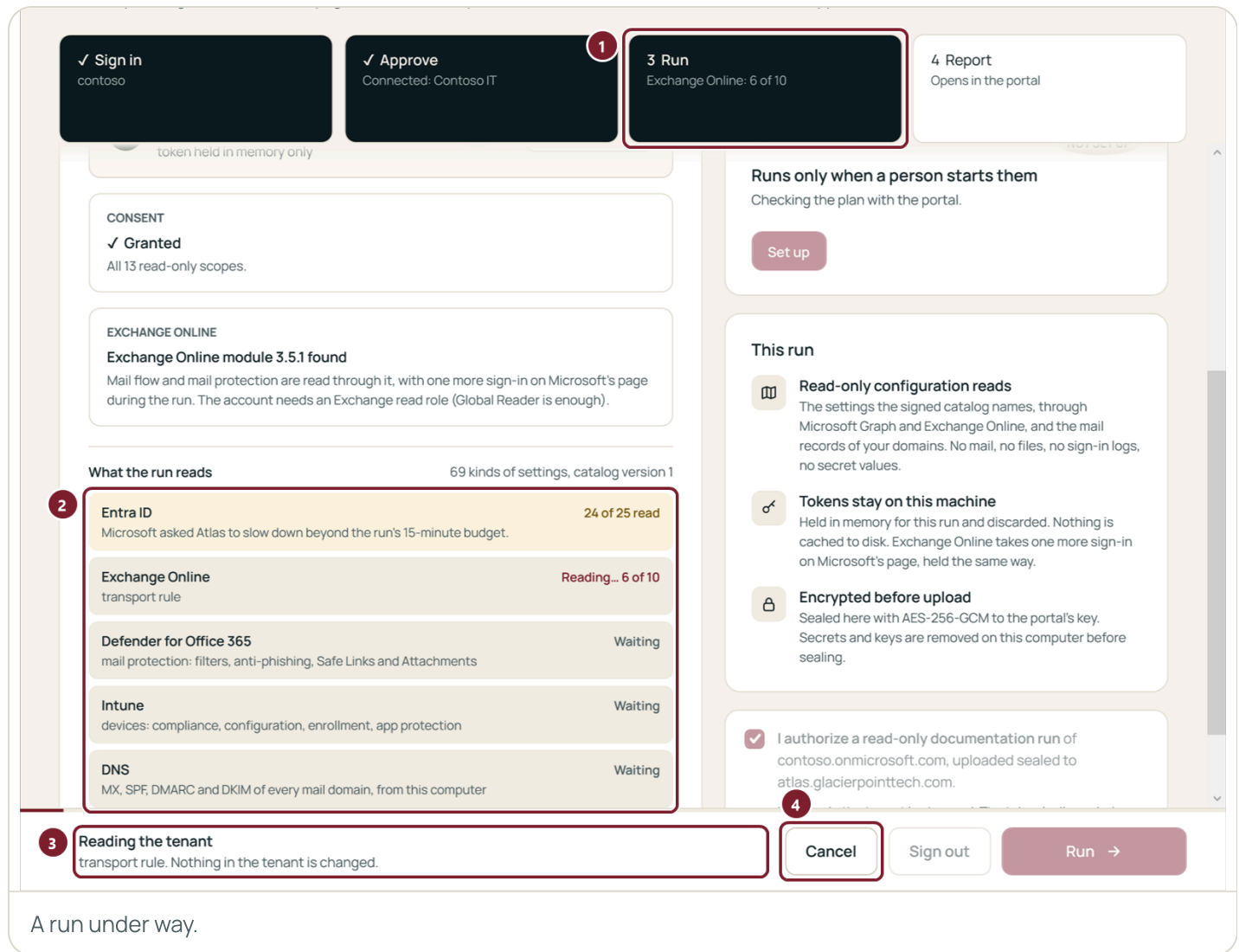
2

EXCHANGE ONLINE
Exchange Online module 3.5.1 found
Mail flow and mail protection are read through it, with one more sign-in on Microsoft's page during the run. The account needs an Exchange read role (Global Reader is enough).

All thirteen granted, and the Exchange Online module found.

- 1 **Granted:** all thirteen read-only scopes.
- 2 The module and what it needs: one more sign-in, with an account that has an Exchange read role (Global Reader is enough). Without the module, the two sections are skipped and say which module they need; run again after installing it.

During the run, and when it is done



- 1 Step 3, **Run**.
- 2 What is being read, workload by workload: the identity, sign-in and access, mail flow, mail protection, devices, collaboration and licensing settings, each with what it read.
- 3 What the app is reading now. Nothing in the tenant is changed.
- 4 **Cancel** stops the run; nothing is uploaded.

The app seals what it read on your computer, uploads it to your workspace and opens the document's page in your browser.

REPORT

1 Your document is ready; some settings were not read

69 kinds of settings, 501 items, 3 mail domains; 1 not read, each named in the document with the reason. Run k3Pq9vXz2Lm8Rt4Yw6Nb1Hc7Jd5Fg0Sa.

Document page: <https://atlas.glacierpointtech.com/portal/document?id=d8Kq2Lm9Xc4Vb8Nz1Rt6Yw3Kd5Hg7Jp>

2 Open document →

The run is uploaded and the document is ready.

- 1 The result. "Document ready, with limits" means some settings were not read; the document says which and why.
- 2 Opens the document's page again, if you closed it.

4. Read the document

In the portal, open **Tenants** and choose **Open** beside a tenant: its newest document opens as a page. The document records the tenant's configuration as it was on the day of the run, in plain sentences, tables and diagrams.

The screenshot shows a document page for 'Contoso Ltd'. At the top, a header bar contains the text '1 BUILT DOCUMENT' and 'Contoso Ltd', followed by a subtitle 'contoso.onmicrosoft.com - as built on October 11, 2026 - written October 12, 2026'. To the right are 'Download PDF' and 'Download Word' buttons. On the left is a '2 CONTENTS' sidebar with a 'Summary' section and a list of 10 numbered sections (1-10) and three appendices (A, B, C). The main content area shows a '3 Summary' section with a paragraph of text. Below the summary is a '4' callout pointing to a table with four columns: 'SECTIONS' (10), 'DIAGRAMS' (6), 'ITEMS READ' (501), and 'PAGES' (34). At the bottom of the page, a text box says 'The top of the document page.'

SECTIONS	DIAGRAMS	ITEMS READ	PAGES
10	6	501	34

- 1 The tenant, the day the settings were as built, and the day the document was written.
- 2 The contents: the summary, ten numbered sections, and three appendices (the changes since the document before, what was not collected, and a glossary). The page follows you as you read.
- 3 The summary: the tenant in five or six sentences, written from the run.
- 4 The size of the document: sections, diagrams, items read from the tenant, and pages when printed.

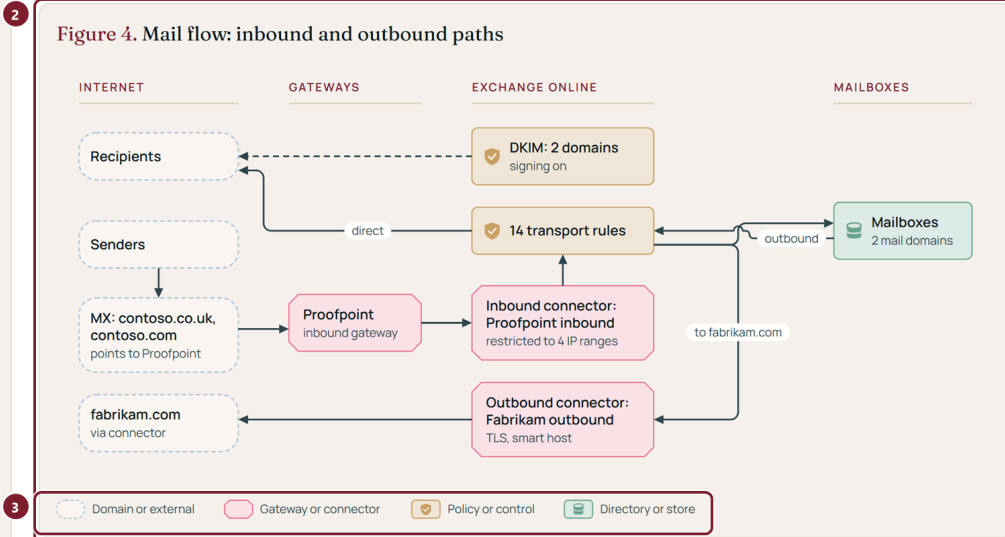
The sections and the diagrams

The ten sections are: tenant overview, identity and directory, sign-in and access, mail flow, mail protection, information protection, devices, collaboration, licensing, and administrators and support. Each opens with a paragraph, a diagram where the section has one, and the tables behind it.

4 Mail flow

✓ Complete

1 Inbound mail for contoso.co.uk and contoso.com arrives through Proofpoint before Exchange Online; the inbound connector Proofpoint inbound restricts delivery to four sender IP ranges and requires TLS. Outbound mail leaves directly from Exchange Online, except mail to fabrikam.com, which the outbound connector Fabrikam outbound sends over TLS to a named smart host. Fourteen transport rules are on; DKIM signs two domains; DMARC is published at p=quarantine for contoso.co.uk and contoso.com. Two mailboxes forward mail, one of them to an address outside the organization.



4 **Connectors**

NAME	DIRECTION	TYPE	RESTRICTION	ENABLED
Proofpoint inbound	Inbound	Partner	4 sender IP ranges, TLS required	Yes
Fabrikam outbound	Outbound	Partner	fabrikam.com, smart host smtp.fabrikam.com, TLS (DomainValidation)	Yes

Section 4, Mail flow.

- 1 What the section found, in sentences. Every number comes from the run.
- 2 The diagram of the section, drawn from the same run: here the paths inbound and outbound mail take.
- 3 The legend: a domain or something external, a gateway or connector, a policy or control, a directory or store.
- 4 The table behind the diagram, one row for each item read.

What was not collected. A setting the run could not read is never printed as zero. The section says so in a fixed sentence, and Appendix B lists each part with the reason: a permission that was not granted, a Microsoft read that failed, a PowerShell module that was not found, or a part a later version of the app will read. Sections 6 and 8 print as a short note naming the module they need until then.

5. Download the PDF and the Word file

The document is also a PDF and a Word file, with the same sections and diagrams. Word is for editing the text and handing it on under your own template; it comes with the paid plans, and on the Preview the PDF carries a Preview band.

AS-BUILT DOCUMENT

3

Contoso Ltd

contoso.onmicrosoft.com - as built on October 11, 2026 - written October 12, 2026

1

Download PDF

2

Download Word

The head of the document page.

- 1

Download PDF: the document with its cover, contents and page numbers, ready to hand to whoever asked for it.
- 2

Download Word: the same document as a Word file.
- 3

The day of the run and the day the document was written, printed on the cover as well.

You can also download either file from the list of tenants, without opening the document.

DOCUMENTS

1 tenant

Newest document of each tenant

TENANT	NEWEST DOCUMENT	PAGES	CHANGES SINCE THE ONE BEFORE	OPEN AND DOWNLOAD
Contoso Ltd contoso.onmicrosoft.com	1 Oct 11, 2026	34	2 5 changes	3 Open PDF Word

A tenant's row on the Tenants page.

- 1

The date of the newest document and its length in pages.
- 2

How many changes there are since the document before (section 7).
- 3

Open shows the page; **PDF** and **Word** download the files.

6. Notes and the cover

The tenant's own page, reached from its name in the Tenants table, lists every document of the tenant and holds what you add to the next one: who it is prepared for, and your notes. The page lists every document of the tenant, newest first; an older document stays as it was printed.

Prepared for

COVER
Prepared for

The name and contact printed on the cover of this tenant's newest document. Older documents keep the cover they were printed with. Leave the name empty to print no "prepared for" line.

1 Name
Fabrikam Ltd

2 Contact (optional)
Dana Ruiz, dana.ruiz@contoso.com

3 Save the cover

The cover of a tenant's documents.

- 1 **Name:** the name printed on the cover as "Prepared for". Leave it empty to print no "prepared for" line.
- 2 **Contact** (optional): a person or an address printed beside it.
- 3 **Save the cover.** It applies to the newest document, which is rebuilt; older documents keep the cover they were printed with.

The workspace's cover and logo. On the One-time, Watch and MSP plans an owner can also set the name and contact of whoever prepares the documents and a logo, a PNG of at most 512 KB. They are printed on the cover of every tenant's document, on the page, in the PDF and in the Word file, from the next document on. In an MSP workspace this puts your own name and mark on each client's document.

Notes

NOTES
Notes for each section
Plain text, up to 4,000 characters per section. A note is printed at the end of its section in the newest document, on the page, in the PDF and in the Word file. Saving a note rebuilds the newest document; older documents stay as they were printed.

1

Tenant overview

Mail for contoso.co.uk and contoso.com still enters through Proofpoint; the move to Exchange Online Protection is planned for the first quarter.

144 of 4,000 characters

2 Save the note

A note for section 1, below the cover.

- 1 A note for one section: plain text, up to 4,000 characters. It is printed at the end of its section, on the page, in the PDF and in the Word file. There is one box for each of the ten sections.
- 2 **Save the note** rebuilds the newest document with it.

7. The change log

From the second document of a tenant on, Appendix A compares the run with the one before it, item by item, and lists what was added, removed or changed. The list of tenants shows the count beside each document, and the first document says "First document".

1

Appendix A. Changes since the document before

5 rows, by section.

SECTION	CHANGE	ITEM	WHAT CHANGED
3. Sign-in and access	2 + Added	CA011 Phishing-resistant MFA for admins	3 The Conditional Access policy CA011 Phishing-resistant MFA for admins was added.
3. Sign-in and access	+ Added	CA012 Block unknown platforms	The Conditional Access policy CA012 Block unknown platforms was added.
3. Sign-in and access	+ Added	CA013 Sign-in frequency for guests	The Conditional Access policy CA013 Sign-in frequency for guests was added.
4. Mail flow	- Removed	Mimecast inbound	The inbound connector Mimecast inbound was removed.
7. Devices	↔ Changed	Windows baseline	The device compliance policy Windows baseline changed: OS minimum version.

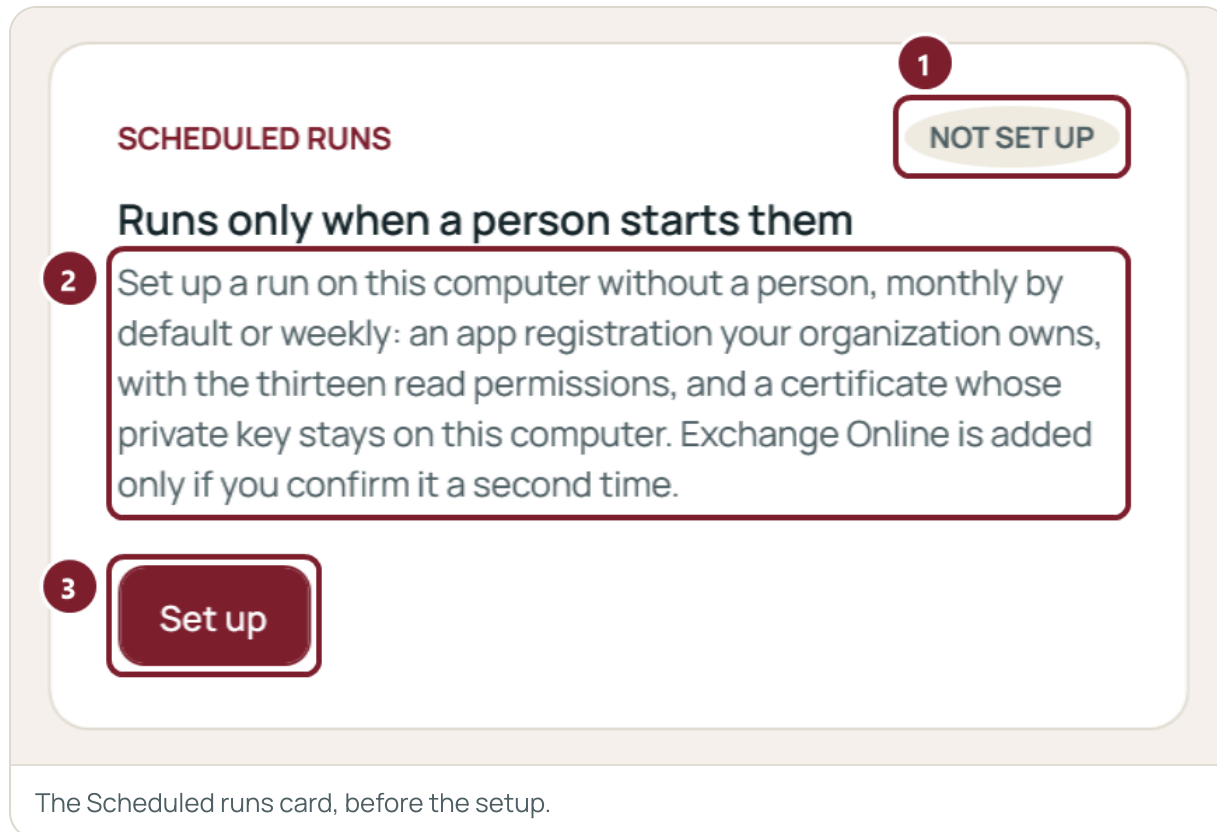
Appendix A of a document: five changes since the month before.

- 1
- The appendix and the number of rows. It lists the sections in order.
- 2
- The kind of change: **Added** (the item was not in the document before), **Removed** (it is gone) or **Changed** (it is the same item, with another setting).
- 3
- What changed, in a sentence: for example a Conditional Access policy that was added, a connector that was removed, or the setting of a policy that changed.

The change log compares only what both runs read. A part that was not collected in one of them is not reported as removed. On the Watch and MSP plans, each new document is also announced by mail to the addresses you choose in Settings (section 10): "New Atlas document for *the tenant*: *N* changes since *the date of the document before*". The mail links to the page; it never attaches the file.

8. Scheduled monthly runs

On the Watch and MSP plans the app can run by itself every month, so that each month's document and its change log are waiting for you. It is the only place where the product writes in your directory, and only what you confirm: a registration of its own, "GlacierPoint Atlas scheduled run", with a certificate on the computer that runs it and no secret. Runs you start by hand keep working with or without a schedule.



- 1 The state: not set up, or set up.
- 2 What the card says about the plan. On a plan without scheduled runs it says so and offers nothing.
- 3 **Set up** opens the wizard. It asks for a sign-in as a Global Administrator, with the permissions of the setup only; they are taken out of the consent again at its end.

The plan, and your confirmation

The wizard reads what exists, then shows the plan, line by line, and writes nothing until you type your tenant's domain to confirm it.

SCHEDULED RUNS

Contoso Ltd

contoso.onmicrosoft.com

This computer, as CONTOSO\dana.ruiz

1

✓

Sign in as a Global Administrator

Signed in as dana.ruiz@contoso.com.

✓

Read what exists

No registration of scheduled runs yet. Microsoft Graph publishes 13 of the 13 read permissions here. Nothing was changed.

3

Review the plan and confirm

Next

4

Carry out the plan

Waiting

5

Exchange in scheduled runs

Waiting

6

Choose when it runs

Waiting

7

Check the certificate

Waiting

Set up scheduled runs

Next: Type a domain of contoso.onmicrosoft.com to confirm the plan

2

The plan

Lines that change something: 7

For contoso.onmicrosoft.com, signed in as dana.ruiz@contoso.com. Nothing is written until you confirm.

3

CREATE

App registration "GlacierPoint Atlas scheduled run"

Single organization. No redirect address. One certificate per computer, no secret. Owned by your organization. Tags: GlacierPointAtlas, GlacierPointAtlas-Scheduled.

CREATE

Enterprise application (service principal) of "GlacierPoint Atlas scheduled run"

CREATE

Certificate on this computer, with a key that cannot be exported

RSA 3072, Microsoft Software Key Storage Provider, in the certificate store of your Windows account. Valid until 2027-10-12.

The private key never leaves this computer. The scheduled task runs as your account and uses it there.

ADD

Public part of the certificate on the registration

Only the public certificate is sent. Certificates of other computers stay.

GRANT

Admin consent for 13 application permissions of Microsoft Graph

Organization.Read.All Directory.Read.All Domain.Read.All User.Read.All Group.Read.All Application.Read.All Policy.Read.All RoleManagement.Read.Directory DeviceManagementConfiguration.Read.All DeviceManagementManagedDevices.Read.All DeviceManagementServiceConfig.Read.All DeviceManagementRBAC.Read.All DeviceManagementApps.Read.All

Read permissions only; nothing that writes.

GRANT

Application permission Exchange.ManageAsApp of Office 365 Exchange Online

It lets the registration open Exchange Online PowerShell: what it m... there comes from

Review the plan

7 line(s) change something. Type a domain of contoso.onmicrosoft.com to confirm.

Cancel

Carry out the plan

The review step of the setup.

- 1 The steps: sign in, read what exists, review the plan and confirm, carry out the plan, Exchange, choose when it runs, check the certificate.
- 2 How many lines change something. Nothing is written until you confirm.
- 3 The lines: the registration (single organization, no secret), its enterprise application, a certificate whose private key never leaves this computer (valid for one year), its public part, and admin consent for the thirteen read permissions as application permissions. Read permissions only; nothing that writes.
- 4 **Carry out the plan** becomes available once you have typed the domain. Every request it makes is kept in a journal on this computer.

The Exchange confirmation card

To read mail flow and mail protection without you, the registration needs two more things, and the wizard asks for them on a card of their own, apart from the plan.

Exchange in scheduled runs

1 Scheduled runs read mail flow and mail protection (sections 4 and 5 of the document) only when "GlacierPoint Atlas scheduled run" also holds the application permission Exchange.ManageAsApp of Office 365 Exchange Online and the directory role Global Reader. Without them those two sections of a scheduled document say they were not read; runs a person starts read them as before.

2 **Exchange.ManageAsApp**: the application permission of Office 365 Exchange Online that lets the registration open Exchange Online PowerShell.
Global Reader: the directory role that lets it read the settings of mail flow and mail protection, for the whole organization.

3 **This is the one directory role the product ever asks for, and it is read-only.**

Both are granted only with the button below, each request in the journal, and removed with the registration. Leaving Exchange out keeps scheduled runs to Microsoft Graph; you are offered it again at the next Change schedule or Renew.

4 **Grant Exchange.ManageAsApp and Global Reader**

5 **Leave Exchange out**

The second confirmation, for Exchange.

- 1 Why: without these, the two Exchange sections of a scheduled document say they were not read.
- 2 The two grants: the application permission **Exchange.ManageAsApp** of Office 365 Exchange Online, and the directory role Global Reader for the registration.
- 3 "This is the one directory role the product ever asks for, and it is read-only." Both grants are removed with the registration.
- 4 **Grant Exchange.ManageAsApp and Global Reader** grants both, each request in the journal.
- 5 **Leave Exchange out** keeps scheduled runs to Microsoft Graph. You are offered Exchange again the next time you change the schedule or renew the certificate.

The three run modes

The schedule is monthly on a day of the month (the 1st at 06:00 unless you choose otherwise) or weekly. Windows starts the run up to 30 minutes after the time so that computers do not all call at once. The task runs **GlacierPointAtlas.exe** on the computer that set it up, for two hours at most.

At (24-hour time, this computer's clock)

1

06:00

2

Next run: Sunday 1 November 2026, 06:00. Windows starts it up to 30 minutes later, so that computers do not all call at once.

How it runs

3

☐ While I am signed in to Windows

No password. A run that falls while you are signed out, or while the computer is off, starts at your next sign-in.

4

☒ Whether I am signed in or not

The computer must be on at the time; nobody needs to be signed in. Task Scheduler keeps the password of your Windows account.

5

☐ As a service account

For servers: a domain or local account runs the task. The computer must be on at the time; nobody needs to be signed in. Task Scheduler keeps the account's password.

6

When you save, Windows opens a window of Task Scheduler and asks for the password of CONTOSO\dana.ruiz. Type it there, not here: this app never sees it, keeps it, or writes it to a file or the journal; Task Scheduler keeps it. When that password changes, save the schedule again.

The time and the three ways the task runs.

- 1 The time of day, on this computer's clock.
- 2 The next run, as the schedule will make it.
- 3 **While I am signed in to Windows:** no password. A run that falls while you are signed out starts at your next sign-in.
- 4 **Whether I am signed in or not:** the computer must be on; nobody needs to be signed in.
- 5 **As a service account,** for servers: a domain or local account runs the task.
- 6 For the last two, Windows opens a window of Task Scheduler and asks for the password there. The app never sees it and never keeps it; when it changes, save the schedule again.

Once it is set up

SCHEDULED RUNS SCHEDULED

Every month on the 1st at 06:00

Through "GlacierPoint Atlas scheduled run" and the certificate of this computer, whether CONTOSO\dana.ruiz is signed in to Windows or not. The computer must be on at the time; nobody needs to be signed in.

Runs	Whether I am signed in or not; Task Scheduler keeps the account's password
Account	CONTOSO\dana.ruiz
Next run	Sun 1 Nov 2026, 06:00, up to 30 minutes later
Exchange	Read by scheduled runs (Exchange.ManageAsApp and Global Reader).
Certificate	Valid until 2027-10-07. The key stays on this computer.
Task	"GlacierPoint Atlas run (contoso.onmicrosoft.com)" is in Task Scheduler.
Last run	Thu 1 Oct, 06:15: complete. Run 7Hq2Lm9Xc4Vb8Nz1Rt6Yw3Kd uploaded: 69 kinds of settings, 501 items, 3 mail domains.

Run now Change schedule Remove

The card after the setup.

- 1 Set up, monthly.
- 2 The facts: when it runs, whether Exchange is included, when the certificate ends, the task and the result of the last run.
- 3 **Run now** tries a whole run once.
- 4 **Change schedule** replaces the task; the registration and the certificate stay.
- 5 **Remove** takes everything out in the reverse order: the Global Reader assignment, the Exchange permission, the Graph permissions, the enterprise application and the registration.

The certificate is valid for one year. The portal mails the owners 30 days before it ends, and a Global Administrator's sign-in in the app renews it within 90 days of its end. If no scheduled run arrives for 40 days, the owners are told.

9. MSP tenants and their confirmation

An MSP workspace documents many tenants of customers. Every tenant has its own row in the Tenants table, its own documents and its own schedule, with its own registration and certificate: one task per tenant, on any computer you choose. The plan is \$149 a month plus \$19 a month per tenant, counted on the 1st; Settings shows the month's total.

Before a tenant's document is written, a member of the workspace confirms the tenant once. When the app registers a new tenant, it shows "waiting for confirmation" until then, and the tenant appears on the Connect an app page.

The screenshot shows a web interface for an MSP workspace. At the top, it says 'MSP WORKSPACE' in red. Below that, the heading 'Tenants waiting for confirmation' is displayed. A list of tenants is shown, with the first one highlighted by a red box and a red circle with the number 1. The tenant's name is 'Fabrikam Ltd' and its domain is 'fabrikam.onmicrosoft.com'. To the right of the tenant list, there is a red button labeled 'Confirm' with a red circle and the number 3 next to it. A red circle with the number 2 is next to the tenant's name.

1 The app registered these tenants. Confirm each one you are authorized to document; the app shows "waiting for confirmation" until you do.

2 Fabrikam Ltd
fabrikam.onmicrosoft.com

3 Confirm

The Connect an app page of an MSP workspace.

- 1 What the card says: the app registered these tenants; confirm each one you are authorized to document.
- 2 The tenant: its name and its initial domain. Check that it is a customer you are authorized to document.
- 3 **Confirm.** The app can use the tenant from then on, and the confirmation is recorded with your name and the time.

10. Settings: names and members

Settings holds the workspace, its tenants, the connected apps, the members and your own account. Every change on the page is written to the activity log, which an owner can read.

Conceal names

Conceal names is a switch of the workspace. When it is on, the app blanks the names of people (users, administrators, owners of mailboxes) before it seals a run, so that the portal never receives them, and the document describes administrators and forwarding mailboxes by role and count; the sections say so. The Preview always conceals. Because the names are removed on your computer, a concealed run cannot be revealed later: turn the switch on before the run that should not carry names.

The tenants

TENANTS

1 tenant

Plans, names and who gets the new-document mail

Contoso Ltd
contoso.onmicrosoft.com

2 runs kept

Watch plan
Runs on demand The full document, PDF and Word Your notes under each section A scheduled monthly document
730 days of history
Purchase a plan

Display name

1 Contoso Ltd

Who gets the "new document" mail

2

3 Watch and MSP plans. One address per line, up to 20. Leave it empty and the owners of the workspace get it. The mail names the change count and links to the document; it never attaches the file.

Save changes

Settings, Tenants.

- 1 **Display name:** how the tenant is called in the portal, the documents and the mail.
- 2 **Who gets the "new document" mail:** one address per line, up to 20. Leave it empty and the owners of the workspace get it.
- 3 What the mail says: the change count and a link to the document. It never attaches the file. Watch and MSP plans.

The members

MEMBERS

1 member

Who can sign in

1

MEMBER	ROLE	LAST SIGN-IN
Dana Ruiz You dana.ruiz@contoso.com	Owner	Not yet

2

Invite a member

colleague@company.com

Operator

▼

Invite

Viewers read the documents. Operators also connect apps, write the notes and set the names and addresses of a tenant. Owners also buy plans and manage members. The address gets one email with a link; it becomes a member when the person accepts, within 14 days. A workspace holds up to 50 members and invitations.

Settings, Members.

- 1
- The people who can sign in, their roles and their last sign-in.
- 2
- Invite a member:** an address and a role. **Viewers** read the documents. **Operators** also connect apps, write the notes and set the names and addresses of a tenant. **Owners** also buy plans and manage members. The address gets one email with a link; it becomes a member when the person accepts, within 14 days. A workspace holds up to 50 members and invitations.

Anything else: support@glacierpointtech.com, or **Support** in the portal's menu. [How it works](#) describes every step, and [Security](#) lists every permission by name.