



# ZeroTime™ collector for Microsoft Teams

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# REPLICON™

## Introduction

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The ZeroTime™ collector for Microsoft Teams captures information from meetings; employees can use this data to help populate their timesheets via the ZeroTime platform.

ZeroTime utilizes machine learning to predict employees' work patterns, making timesheet population easier and more accurate over time.

The collector captures information such as meeting date, time, attendees, and duration.

The ZeroTime collector for Microsoft Teams is a company-level collector that administrators with the [required permissions](#) can install once for your whole organization.

You can find more information about ZeroTime in the [Replicon help](#). If you need help installing or using the collector, please contact [Replicon Support](#).

## Field mappings

Once the collector is installed, a note is created in ZeroTime™ for each meeting, once the meeting has ended.

The event's start time, end time, and meeting title appear in the note. Additional data is also transferred, and saved under the More info link.

Microsoft Teams field	... maps to this field in a ZeroTime note	Example
Meeting title	Your note	<i>Live</i>
Start time	Start Date and Start Time	<i>Feb 16, 2022 4:44 PM</i>
End time	Start Date and End Time	<i>Feb 16, 2022 4:47 AM</i>
Participants  Note: Name and email address of meeting participants	More > List of participants	<i>Jane Doe jane.doe@yourcompany.com</i>
Call Type	More > Call Type	<i>Group call</i>
Product Family	More > Product Family	<i>Microsoft Teams</i>
Summary	More > Meeting title	
Modalities  Note: List of media formats used in the call	More > Modalities	<i>Audio, Video, Video Based Screen Sharing</i>
Link  Note: Meeting Link	More > Meeting link	<i>https://teams.microsoft.com/l/meetup-join...</i>
Description  Note: Description provided in the meeting invite	More > Description	<i>This invitation is for our daily standup meeting where we will discuss ...</i>

## Installing the collector

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Administrators with the [required permissions](#) can install the collector once they're ready to make it available to end users.

### Collector installation prerequisites

To install the collector, the user must have these privileges:

- Global administrator Or Privileged role administrator for Microsoft Teams
- ZeroTime administrator permission

### End user requirements

To use the collector, the user's:

- Email address used in Microsoft Teams must be configured in their [Replicon user profile](#)
- Microsoft account should be a work/school account

# REPLICON™

## Installing and authorizing a collector

Administrators with the [required permissions](#) can install the collector.

Once installed, you'll need to authorize the collector to access the Microsoft Teams and ZeroTime™ accounts – because you're installing a company-level collector, this grants the apps permission to access end-user accounts.

Typically, you'd install the collector from the [ZeroTime login page](#). However, you can install the app from the [Microsoft's AppSource](#), if desired.

To install a collector:

1. Go to the [ZeroTime](#) login page.
2. Sign in to ZeroTime using your administrator credentials.
3. Once you've signed in, go to the **Collectors** tab and select **Company Collectors**.
4. Click the **Install** button for Microsoft 365 Teams.
5. When prompted, sign in with your Microsoft credentials.
6. Once you've signed in to Microsoft, tap the **Accept** button on the next prompt, to allow ZeroTime to access your Microsoft account.

After successful installation, you will be redirected to a **Success** page.

## Uninstalling the collector

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If you'd like to stop using a collector completely, you can uninstall it.

If you want to temporarily stop using a collector, you can disable it. Refer to [Setting up and managing data collectors in ZeroTime™](#) for information on how to disable the app.

To uninstall the collector:

1. Go to the [ZeroTime](#) login page.
2. Sign in with your administrator credentials.
3. Once you've signed in, go to the **Collectors** tab and select **Company Collectors**.
4. Click the **Settings** button for the Microsoft 365 Teams collector.
5. Click the **Uninstall** button to uninstall the collector.
6. If prompted, sign in to your Microsoft 365 Admin account.  
You should be redirected to a **Success** page.