



DASH

Deadlines, **A**pprovals and **S**ignals **H**ub

User manual · version 1.6.4

Installation, first sign-in and everyday use



by TMAC

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1. What DASH is

DASH is a small panel that sits on your Windows desktop and helps you keep track of your everyday work. It reads your **mail**, your **calendar**, your **To Do** tasks and, if you wish, your **Teams chats**, and shows you at a glance:

- **Overdue**: missed deadlines, requests you have not answered by the date asked, meetings with external people with no follow-up;
- **Stalled approvals**: approvals requested from you or by you that have been waiting for too many days;
- **Waiting on me**: people waiting for your reply;
- **I'm waiting on**: your requests that have not yet had a reply.

You do not have to enter anything: DASH works on the data you already have in Microsoft 365. It does not replace Outlook, Teams or your project tools: it works alongside them.

2. What you need

- A PC with **Windows 10 or 11** or a **Mac with an Apple processor** (M1 or later; chapter 12) and, if you wish, an **iPhone** or an **Android** phone (chapter 13).
- A **Microsoft 365** account from your organisation (Outlook mail and calendar).
- The installation file `DASH-Setup-1.6.4.exe`.
- Your organisation's DASH **Client ID** and **Tenant**: your Microsoft 365 administrator gives them to you (see Appendix).
- Optional, for artificial intelligence: a **Microsoft 365 Copilot** licence or an **Anthropic API** key (see chapter 9).

3. Installation

1. Double-click `DASH-Setup-1.6.4.exe`.
2. If Windows shows «**Windows protected your PC**» (SmartScreen), click **More info** and then **Run anyway**. The warning appears because the program is not yet digitally signed: only go ahead if you received the file from a source you trust.
3. Choose whether to install just for you (recommended) and the folder, then **Install**. No administrator rights are needed.
4. When it finishes, DASH starts on its own. You will find its icon on the desktop and in the Start menu.

DASH starts automatically when you turn on your PC. You can change this in Settings > «Start DASH with Windows».

4. First start and sign-in

1. The first time, DASH opens **Settings**. Enter the **Application (client) ID** and the **Tenant** given to you by your organisation's Microsoft 365 administrator (the Tenant can be the domain, e.g. `company.com`, or the

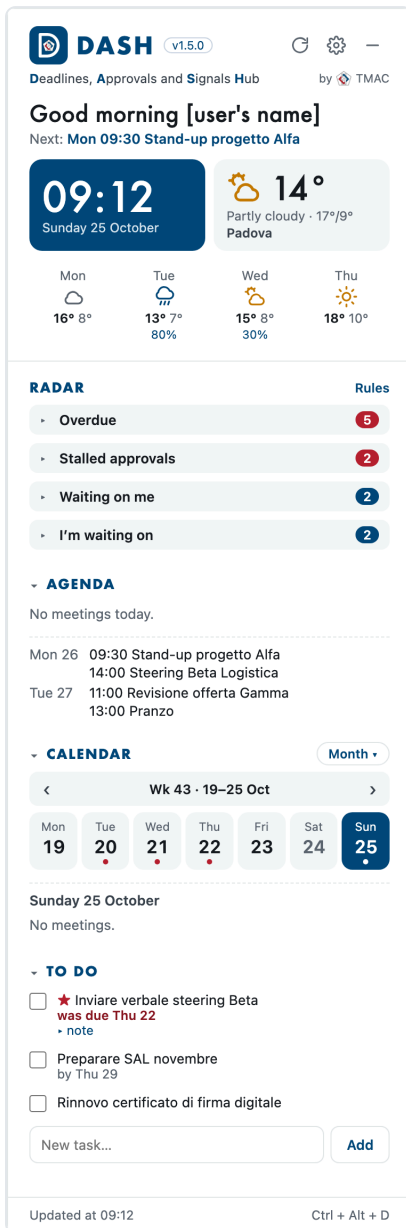
directory ID). Click **Save**.

2. DASH shows **Connect Microsoft 365**. Click **Sign in**.
3. Your browser opens the Microsoft sign-in page: sign in with your work account.
4. If Microsoft asks you to **accept the permissions** for «DASH» (read mail, calendar and tasks), accept. If you see «Admin approval required», contact whoever manages Microsoft 365 in your organisation (see Appendix).
5. Go back to DASH: after a few seconds the greeting, agenda and Radar appear.

DASH uses **your** organisation's Microsoft 365: your data stays between your PC and your tenant. You can change Client ID and Tenant at any time in Settings (chapter 10).

Try DASH without Microsoft 365: type `demo` in the Application (client) ID field (no Tenant needed), click **Save** and then **Sign in**. DASH shows sample data, in the app's language, with the "Demo mode" bar always visible; it doesn't connect to Microsoft and doesn't touch your data or rules. To leave: **Leave demo**, or clear the field or enter your Client ID.

5. The DASH window



At the top: the icon, the DASH name with its version and, if set, your company logo. On the right, three buttons:

- ↺ refreshes now (DASH refreshes on its own every 5 minutes anyway);
- ⚙ opens Settings;
- – puts DASH back on the desktop, behind the other windows.

Below: greeting, next meeting, clock and weather.

Then the **Radar** (chapter 6) and, further down, **Agenda** (today's and the next days' meetings, with «Join» for Teams meetings), **Calendar** (week or month) and **To Do** (tick to complete, «► note» to read the task's note, a field to add a new one).

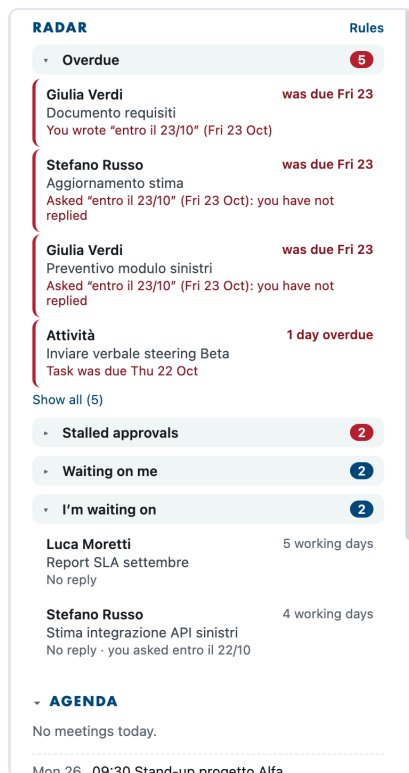
Each section opens and closes when you click its title; DASH remembers your choices.

Showing and hiding DASH

DASH behaves like a widget: it sits **on the desktop** and, when you click another window, it moves behind the other apps. It has not closed: to bring it to the front use the shortcut **Ctrl + Alt + D**, or click the DASH icon in the notification area (next to the Windows clock), or show the desktop (**Win + D**).

Right-clicking the icon in the notification area opens a menu with **Aggiorna ora** (refresh now), **Impostazioni** (settings), **Avvia con Windows**, **Ripristina posizione** (reset position), **Esci dall'account** (sign out) and **Chiudi DASH** (close DASH). For now this menu is in Italian only.

6. The Radar



The Radar has four blocks, closed at start-up: the **number** next to the title tells you how many signals there are (red for «Overdue» and «Stalled approvals»). Click the title to open them.

Each signal shows who, the subject, for how many **working days** it has been waiting (Saturdays, Sundays and Italian public holidays do not count) and a line of explanation. A red border marks what is urgent or past due.

Click a signal to open it: the full subject and the **text** appear (the first lines of the email or Teams message, or the note of the To Do task). Click again to close it; to read everything use **Open**.

Tags: **Teams** (purple) if the signal comes from a Teams chat; **AI** if it was read by artificial intelligence.

Actions on a signal

Move the mouse over a signal to see the actions:

Action	What it does
Reply / Open	Opens the email or meeting in the Outlook app (or the chat in the Teams app). If the app is not there, it opens the web version.
Read	Opens the whole signal in a larger window: who, subject, the summary and all the new text of the email or message. "Back to the Radar" closes it.
Move to...	Puts the signal in another group of the "By contact" view (see below). The choice also applies to future signals.
Follow up	Drafts a polite follow-up that you can edit. «Copy and open in Outlook» copies it and opens the email: paste it into your reply. With AI on there is also «Rewrite with AI». The follow-up text is written in Italian.
Resolved	It is done (perhaps in person or by phone): the signal disappears.
Ignore	The signal is not relevant: it disappears.
Ignore similar	Creates a rule: from now on, emails with the same sender or recipient and a similar subject do not enter the Radar (e.g. a client's weekly reports).
Completed	To Do tasks only: marks the task as completed.

Signals hidden with Resolved or Ignore become visible again if something new arrives in the same conversation. You can bring them all back in Radar rules › «Show them again».

Morning summary

At **8:30** on working days DASH sends a notification, which stays on screen until you close it, and puts the **“Today’s Radar”** box at the top of the Radar: the morning’s pending items, split by block (“Overdue” and “Stalled approvals” open, the others with one click). During the day the box updates itself: what you close stays **crossed out with ✓**, what arrives later appears with the **“new”** label, and at the top you see how much you have done (“3 of 9 done”). Click an item to open it; click the title to reduce the box to one line and to open it again. For now the summary text is in Italian. You can turn the summary off in Radar rules.

The Radar by contact

At the top of the Radar choose **“By type”** (the four blocks) or **“By contact”**. In the second view DASH groups the signals on its own: by **company** for people writing from outside (from the email domain: alfa-assicurazioni.it becomes “Alfa Assicurazioni”), by **person** for colleagues and personal mailboxes. Each group says what is pending, for example “Alfa Assicurazioni · 2 waiting for you · 1 overdue”.

Nothing to set up. If a group is wrong, open the signal and use **Move to...:** type the group name (also a new one, for example “Administration”) and choose whether it applies only to that person or to their whole company. **Automatic group** goes back to DASH’s suggestion. Your choices sync with your other devices.

Outlook flags and categories

An email you flag in Outlook becomes a **to-do** in the Radar: under “Waiting on me”, or under “Overdue” once the flag’s due date has passed. A flagged sent email goes under “I’m waiting on” as a follow-up. When you mark the flag as **complete** in Outlook, the signal closes on its own. The **“DASH: importante”** category brings an email into the Radar even if a rule would exclude it; “DASH: ignora” does the opposite.

With **Flag emails from DASH** turned on (chapter 7), signals show **Flag** and **Complete**: the flag is set and completed in Outlook too.

Ready for the meeting

In the Agenda, next to meetings with other people, there is **Prepare**. It opens a card you can read in a minute: what is **pending** with the participants (also with their colleagues at the same company) and the **latest exchanges** of the last two weeks, each one opens with a click. With artificial intelligence on, **3 summary lines** also appear at the top: the AI only receives subjects and details, never the text of emails.

15 minutes before the meeting a notification arrives: click it to open the card. You can turn the reminder off in Radar rules.

7. Radar rules

RADAR RULES

The Radar shows what is overdue, who is waiting on you and who you are waiting on. Here you decide after how many working days to flag things and which emails never to consider.

"I'm waiting on" after

Working days without a reply to one of your requests.

Stalled approvals after

Working days without a reply to an approval request.

Meeting follow-up within

Working days after a meeting with external people without an email from you to the attendees.

☒ **Summary at 8:30** on working days (Windows notification)

☐ **Also read Microsoft Teams**
Chats (1:1, group, meeting) and channel messages where you are mentioned. Requires Teams permissions in Entra ID and signing in again.

Outlook categories to ignore

Comma separated. Emails that an Outlook rule moves to another folder (e.g. "Reports") are already excluded: DASH only reads Inbox and Sent Items.

EMAILS TO LEAVE OUT

Sender or recipient: an exact address or a domain (subdomains included). Words in the subject: comma separated, one is enough. If you fill in both, both must match.

From/to x

Updated at 09:12 Ctrl + Alt + D

Open them with **Rules**, at the top right of the Radar.

- **«I'm waiting on» after:** how many working days without a reply before one of your requests is flagged (3 by default).
- **Stalled approvals after:** the same for approvals (2).
- **Meeting follow-up within:** days after a meeting with external people without an email from you to the attendees (2).
- **Summary at 8:30:** turns the morning notification on or off.
- **Reminder 15 minutes before meetings:** turns the "Ready for the meeting" notification on or off.
- **Also read Microsoft Teams:** see chapter 8.
- **Outlook categories to ignore:** emails with these categories do not enter the Radar (by default «DASH: ignora»).
- **Important Outlook categories:** emails with these categories always appear in the Radar, even if a rule would exclude them (by default «DASH: importante»).
- **Group by Outlook category:** in the "By contact" view, emails with a category (e.g. "Alfa project") go into that category's group.
- **Flag emails from DASH:** Flag and Complete buttons on signals. Requires the permission to modify mail (appendix) and a new sign-in.

Emails to leave out

Each rule has two fields; if you fill in both, both must match:

- **From/to:** an exact address () or a domain (, subdomains included);
- **Subject:** one or more words separated by commas; one is enough.

Example: From/to and Subject leaves out that client's reports, but not their other emails.

An **Outlook rule** works too: DASH only reads Inbox and Sent Items, so emails moved automatically to another folder (e.g. «Reports») are already outside the Radar.

At the bottom of the panel, **Excluded in the last update** (click to open) lists the emails left out and the reason: useful to check that your rules do what you want. Remember to click **Save**.

8. Microsoft Teams

With **Also read Microsoft Teams** on (Radar rules), DASH also considers:

- **1:1 chats:** if the last message is from the other person and asks you something → «Waiting on me»; if it is yours, with a question unanswered for some days → «I'm waiting on»;
- **group and meeting chats:** only messages that mention you (@) or start with your name;

- team **channels**: messages where you are mentioned, until you write in the thread.

The first time, DASH may ask you to sign in again: Microsoft must confirm the Teams permissions. If Teams cannot be read, a red line «Teams cannot be read» with the reason appears under the Radar title.

9. Artificial intelligence

ARTIFICIAL INTELLIGENCE

Optional. Without AI the Radar works with rules and costs nothing. With AI a model reads the new text of candidate emails and recognises implicit requests, polite reminders and commitments made in words.

Engine

☒ **Rules only**
No cost, no data sent.

☐ **Anthropic API (Claude)**
Requires an API key from the Anthropic Console; pay as you go.

☐ **Microsoft 365 Copilot (preview)**
No extra cost with a Microsoft 365 Copilot licence; data stays in Microsoft 365. Requires further permissions in Entra ID and signing in again. Its API is in preview and slower.

Anthropic API key

sk-ant-...

The key is encrypted with Windows protection and is never shown again.

Model for reading emails

Claude Haiku 5.5 (recommended, low cost)

Model for writing follow-ups

Claude Sonnet 5.5 (recommended)

Maximum emails read per day

150

Safety cap on costs. Each email is read only once.

Today: 0 emails read · this month: \$ 0.00 estimated

The model only receives date, subject, people's names and domains and the new text of the emails the Radar considers; never emails excluded by rules or automatic ones. Only the extracted signals are saved, not the texts.

Updated at 09:12 Ctrl + Alt + D

It is **optional**: without AI the Radar works with rules and costs nothing. With AI a model reads the text of candidate emails and messages and recognises implicit requests, polite reminders and commitments made in words; it also writes the follow-ups.

Open it from Settings > **Artificial intelligence...** Choose the **Engine**:

- **Rules only**: no cost, no data sent;
- **Microsoft 365 Copilot**: no extra cost if you have a Microsoft 365 Copilot licence; data stays in Microsoft 365. After saving, DASH may ask you to sign in again. Click **Test Copilot** to check;
- **Anthropic API (Claude)**: requires a key from the Anthropic Console, pay as you go. Paste the key, **Save** and **Test the key**. Set a spending limit in the Console.

Maximum emails read per day is a safety limit (150 by default); each email is read only once. The box below shows how many emails were read today and, for Anthropic, the estimated cost for the month. The texts written by the AI (summaries, follow-ups) are in Italian for now.

10. Settings

SETTINGS

DASH reads mail, calendar and To Do from your Microsoft 365 through the app registered in your tenant (Entra ID).

Language
English

Application (client) ID
(anteprima)

From the Overview page of the "DASH" app in Entra ID.

Tenant
azienda.it

Your organisation's domain or Directory (tenant) ID.

Keyboard shortcut
Control+Alt+D

E.g. Control+Alt+D, Control+Shift+Space, Alt+F12.

Weather location
Padova

Automatic = where you are (estimated from your connection). Or type a city, e.g. London.

☒ Start DASH with Windows

☐ Sync with your other devices (computer and phone)

Rules, resolved or ignored signals, ignored emails and AI analyses, in a folder reserved for DASH in your OneDrive (Apps > DASH).

☒ Open emails and meetings in the Outlook app (classic), if installed

Company logo in the header

No logo. [Choose logo...](#)

PNG, JPG or SVG, up to 1 MB. It appears at the top right, next to the buttons.

Updated at 09:12 Ctrl + Alt + D

- **Language** of DASH: **Automatic** (that of Windows, the Mac or the phone), or Italiano, English, Deutsch, Français. Buttons, signal texts and dates change at once; **User manual** also opens this document in the chosen language. Texts written by the AI, follow-ups and notifications stay in Italian.
- **Application (client) ID** and **Tenant**: your organisation's, entered at the first start; change them only if your administrator asks you to.
- **Keyboard shortcut** to bring up DASH (by default **Control+Alt+D**).
- **Weather location**: «Automatic» or a city.
- **Start DASH with Windows**.
- **Open emails and meetings in the Outlook app**: if off, the web version always opens.
- **Sync with your other devices (computer and phone)**: see below.
- **Company logo in the header**: «Choose logo...» (PNG, JPG or SVG up to 1 MB), «Remove logo».
- At the bottom: **Radar rules...**, **Artificial intelligence...**, **User manual** (opens this document), **Sign out**.

Syncing computer and phone

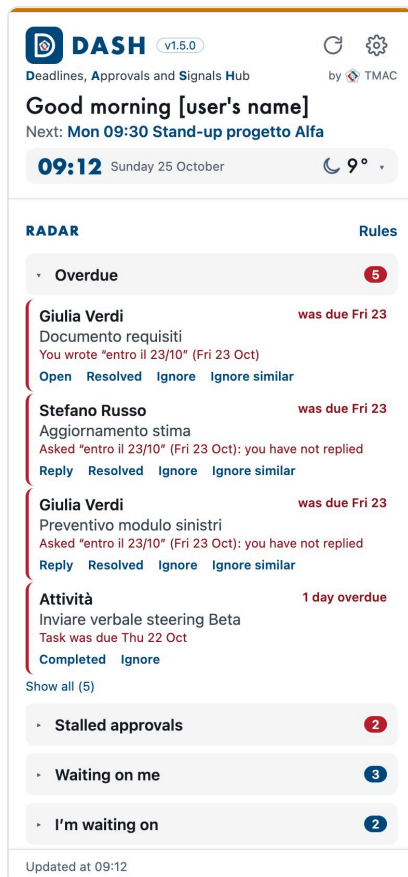
If you use DASH on several devices (for example your PC and your iPhone), turn on **Sync with your other devices** on **each** of them. From then on they share:

- the **Radar rules** (days, excluded categories, rules, «Ignore similar», Teams, summary) and the **artificial intelligence** choice;
- signals marked **Resolved** or **Ignore**, and «Show them again»;
- the **emails to leave out**;
- the **AI analyses**: an email read by Copilot on one device is not read again on the other.

What stays on each device: Client ID and Tenant, the language, the Anthropic key, the keyboard shortcut, starting with Windows, the logo and the AI costs. Sync happens at every update and a few seconds after each of your actions; the time of the last sync appears under the checkbox. If two devices change the Rules almost at the same time, the last change wins.

The data is kept in a file in a folder reserved for DASH in **your OneDrive (Apps > DASH)**: do not move or edit it. The first time, DASH may ask you to sign in again, because Microsoft must confirm the permission for that folder.

11. DASH on iPhone



On iPhone DASH has the **same interface** and the **same Radar** as on the PC: same signals, same actions, same rules and the same artificial intelligence. At the first start you enter the same **Application (client) ID** and **Tenant** as on the PC, then **Sign in**.

What is different from the PC:

- **Compact header:** time, date and temperature are on one line. **Tap the line** to open or close the forecast for the next days; DASH remembers your choice.
- **Actions always visible** under each signal (Open, Resolved, Ignore, Ignore similar), because there is no mouse hover on a phone.
- **Updates:** every 5 minutes **while the app is open**, and straight away when you return to it. With the app closed iOS does not allow reading mail: if you open it after many hours, the AI takes a couple of minutes to read the new emails.
- **Morning summary:** arrives as a **notification** at 8:30 on working days, with the data from the last time you opened DASH. When you open the app after 8:30 you also find the **“Today’s Radar”** box at the top of the Radar, as on the PC. Allow notifications at the first start.
- **Open** takes you to the iPhone’s **Outlook** or **Teams** app, if installed, otherwise to Safari.
- **Large screen:** on an **open iPhone Duo**, on iPad or with the phone in landscape, DASH splits into **two columns**, with the Radar on the left and Agenda, Calendar and To Do on the right. When closed or in portrait it goes back to one column by itself.
- There is no keyboard shortcut, no starting with Windows, no classic Outlook choice and no company logo.

To have the same rules, hidden signals and AI analyses on the phone as on the PC, turn on **Sync with your other devices** on both (chapter 10).

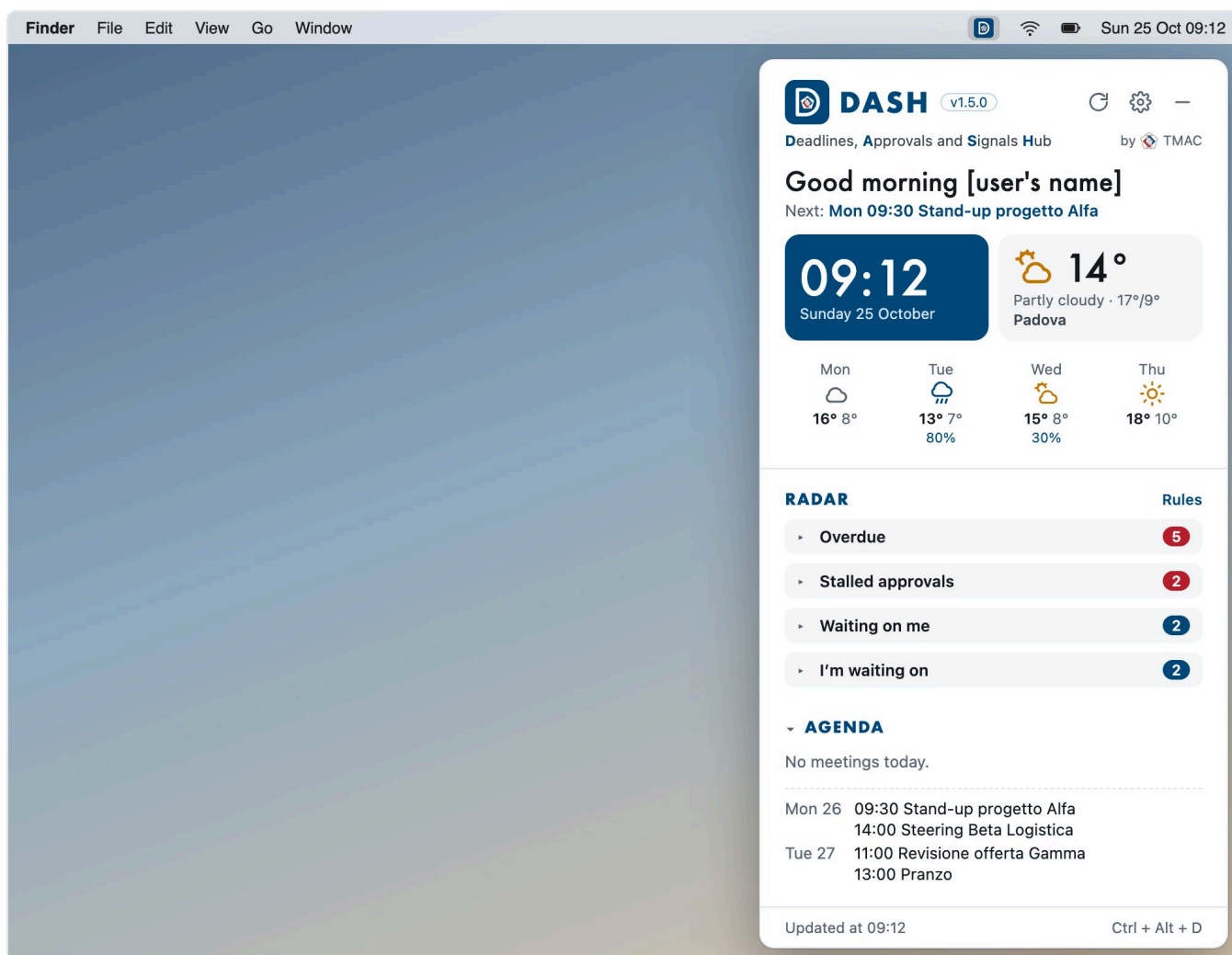
Installing with TestFlight

For now DASH for iPhone and iPad is not on the App Store: you install it with **TestFlight**, Apple’s app for test versions.

1. From the App Store, install the free **TestFlight** app.
2. Open the invitation you receive by email («DASH by TMAC») and tap **View in TestFlight**, or open the link you were given.
3. In TestFlight tap **Install**. ☒ DASH appears on the Home Screen.
4. At the first start enter the **Client ID** and **Tenant**, then **Sign in** (chapter 4).

New versions arrive through TestFlight, which tells you with a notification; update them with **Update**. Each version stays valid for 90 days: a new one always arrives before it expires. Settings and rules are kept.

12. DASH on the Mac



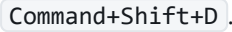
On the Mac DASH is **the same program as on the PC**: same panel, same Radar, same rules, same artificial intelligence and same sync. You need a **Mac with an Apple processor** (M1 or later): this version does not open on Macs with an Intel processor.

Installation and first start

1. Double-click the file `DASH-1.6.4-mac.dmg`.
2. In the window that appears, **drag the DASH icon** onto the **Applications** folder. Then close the window and eject the «DASH» disk (right-click > Eject).
3. Open **Applications** and double-click **DASH**.
4. If macOS says it **cannot open it** because the developer cannot be verified: go to **System Settings > Privacy & Security**, scroll down to «DASH was blocked...», click **Open Anyway** and confirm with your Mac password. This only happens the first time.
5. At the top right, in the **menu bar**, the **DASH D** appears and the panel opens. If it asks to send notifications, choose **Allow**: they are used for the 8:30 summary.
6. Enter the **Application (client) ID** and **Tenant**, the same as on the PC, then **Save** and **Sign in** (chapter 4).
7. If you see «DASH wants to use your confidential information stored in your keychain», type your Mac password and choose **Always Allow**: that is where DASH keeps your session, encrypted.

To have the same rules, hidden signals and AI analyses on the Mac as on the PC and iPhone, turn on **Sync with your other devices** (chapter 10).

What is different from the PC

- The DASH icon is in the **menu bar** at the top right, not in the Dock. Clicking the icon shows or hides the panel; right-clicking (or a two-finger click) opens the menu, with **Chiudi DASH** (close DASH).
- The keyboard shortcut to bring it up is  (Control + Option + D). You can change it in Settings, for example to .
- **Back to desktop** hides DASH, which comes back with the shortcut or by clicking the icon in the menu bar.
- **Open** takes you to **Outlook on the web**: classic Windows Outlook does not exist on the Mac.
- Instead of «Start DASH with Windows» there is **Open DASH when you log in to the Mac**, in Settings.
- The morning summary arrives as a **Mac notification**.

13. DASH on Android

On Android phones DASH is **the same app as on iPhone**: same interface, same Radar, same actions, same rules, same artificial intelligence and same sync. All of chapter 11 therefore applies, including the **two columns** with the phone in landscape or on open foldables. Android 7 or later is required.

Installation

For now DASH for Android is not on the Play Store: you install it from the file `DASH-1.6.4-android.apk`, which you receive by email, OneDrive or Teams.

1. Open the file **on the phone** (tap the attachment or the file in OneDrive).
2. Android asks you to allow installation from that app (for example Outlook or the browser): tap **Settings**, turn on **Allow from this source** and go back.
3. Tap **Install**. If Google Play Protect warns that the app is unknown, tap **More details > Install anyway**.
4. Open **DASH**. Enter the **Application (client) ID** and **Tenant**, the same as on the PC, then **Save** and **Sign in**.
5. If it asks to send notifications, tap **Allow**: they are used for the 8:30 summary.

To update DASH, install the new `.apk` file over the old one: settings, rules and sign-in are kept.

What is different from iPhone

- **Open** takes you to Android's **Outlook** or **Teams** app, if installed, otherwise to the browser.
- The session and the Anthropic key are encrypted in **Android's protected storage** instead of the iOS keychain.
- The **Client ID** and **Tenant** are the same; in Entra ID the administrator adds the Android platform (Appendix).

14. Data privacy

- DASH runs **on your PC** or **your Mac** and **on your phone** (iPhone or Android): there is no TMAC server in between. It reads only **your** mailbox, with **your** permissions. Nobody else, not even TMAC, sees your signals.
- **TMAC does not receive or see your data.** The artificial intelligence DASH uses is **your organisation's**: its Microsoft 365 Copilot licence or its Anthropic key, under its contracts. TMAC only provides the program.
- With **sync** on, settings, hidden signals and signals extracted by the AI are also copied to the DASH folder in **your OneDrive**: they stay in your organisation's Microsoft 365, never with TMAC.
- On the PC DASH keeps the settings, the hidden signals and, with AI, **only the extracted signals** (not the email texts). The Microsoft session and the Anthropic key are encrypted with Windows protection.
- With AI on, the model receives only date, subject, names, domain and new text of the emails and messages the Radar evaluates: **never** full addresses, attachments, emails excluded by rules or automatic ones.
- **Copilot**: data stays within your organisation's Microsoft 365 boundary, under its contractual commitments (including not training models on customer data).
- **Anthropic API**: under the commercial agreement, data is by default not used to train models; processing takes place outside the EU. Use it only if your organisation has approved it.

Legal guarantees (data processing agreement, transfers outside the EU, privacy notice) depend on the contracts with Microsoft and Anthropic and on the checks of your organisation's privacy officer: this manual describes how DASH works and does not replace those checks.

15. Common problems

What you see	What to do
DASH «has disappeared» or seems closed	It is behind the other windows: <code>Ctrl + Alt + D</code> or click the icon in the notification area. If the icon is not there, start it from the Start menu.
«Session expired: sign in again.»	Click Sign in and sign in again with your account. It happens after a password or permission change.
A message saying the shortcut is already used by another program	Choose another shortcut in Settings (e.g. <code>Control+Alt+Shift+D</code>).
«Admin approval required» at sign-in	The Microsoft 365 administrator must grant consent to the DASH app (Appendix).
«Teams cannot be read» in the Radar	Teams permissions are missing: tell your administrator. You can turn off Teams in the Rules.
«AI: error» at the top of the Radar	Move the mouse over it to read the reason. Copilot: requires the Microsoft 365 Copilot licence and permissions; Anthropic: invalid key or no credit left.
Under «Sync...»: «OneDrive denies access»	The <code>Files.ReadWrite.AppFolder</code> permission is missing: tell your administrator (Appendix), then sign out and sign in again.
A wrong signal that keeps coming back	Use Ignore similar , or a rule or an Outlook category.
A signal you expected is missing	Check «Excluded in the last update» in the Rules; remember that DASH looks at the last two weeks and only at Inbox and Sent Items.

16. Updating and uninstalling

- **Updating:** close DASH (right-click the icon › Chiudi DASH) and install the new version over the previous one. Settings, rules and sign-in are kept.
- **Uninstalling:** Windows Settings › Apps › Installed apps › DASH › Uninstall. The settings remain in the `%APPDATA%\DASH` folder: delete it if you want to remove everything.

17. Appendix for the Microsoft 365 administrator

DASH uses an **app registration in Entra ID** with **delegated permissions**: each person sees only their own mailbox, and data travels only between the PC and your organisation's Microsoft 365 (TMAC receives nothing). Each organisation uses its **own tenant** and, for artificial intelligence, its **own** Copilot licence or Anthropic key.

Once for the whole organisation, the administrator registers DASH in your tenant as follows and gives users the **Client ID** and **Tenant** (or the domain name), to be entered at the first start.

App registration (5 minutes)

1. `https://entra.microsoft.com` > Identity > Applications > **App registrations** > **New registration**.
2. Name: **DASH**. Account type: **Accounts in this organizational directory only**.
3. Redirect URI: platform **Public client/native (mobile & desktop)**, value `http://localhost`. **Register**.
4. In **Authentication**: «Allow public client flows» = **Yes**. No client secret: it is not needed.
5. In **Overview** copy the **Application (client) ID** and the **Directory (tenant) ID**: these are the values to enter in DASH.
6. In **API permissions** add the permissions in the table below and click **Grant admin consent**.

Microsoft Graph permissions (delegated)

When	Permissions
Always	<code>User.Read</code> , <code>Mail.Read</code> , <code>Calendars.Read</code> , <code>Tasks.ReadWrite</code> , <code>offline_access</code>
With Teams on	<code>Chat.Read</code> , <code>Team.ReadBasic.All</code> , <code>Channel.ReadBasic.All</code> , <code>ChannelMessage.Read.All</code>
With sync between devices	<code>Files.ReadWrite.AppFolder</code> (only the DASH folder in the user's OneDrive, Apps > DASH)
With the Copilot engine	<code>Sites.Read.All</code> , <code>People.Read.All</code> , <code>OnlineMeetingTranscript.Read.All</code> , <code>Chat.Read</code> , <code>ChannelMessage.Read.All</code> , <code>ExternalItem.Read.All</code> (all required by the Microsoft 365 Copilot Chat API)
With "Flag emails from DASH"	<code>Mail.ReadWrite</code> (only to set and clear the Outlook flag; DASH never deletes or sends email)

After adding them: **Grant admin consent** for the organisation. Teams, Copilot and sync permissions are requested from users only if they turn those features on.

For the **iPhone app**: in **Authentication** also add the **iOS / macOS** platform with Bundle ID `it.tmac.dash`.

For the **Android app**: in **Authentication** > **Add a platform** > **Android** enter the package name `it.tmac.dash` and the signature hash `Tvy2xt5sIIb4Hyur+URCnvo+YmQ=` (the `.apk` file distributed by TMAC is signed with that key).

