

AvePoint Insights Activation Checklist

Follow these steps to easily set up and manage AvePoint Insights:

✓ 01 Access AvePoint Online Services.

Sign in to AvePoint Online Services using the corresponding account. See [Sign into AvePoint Online Services](#) for details.

✓ 02 Connect your tenant to AvePoint Online Services.

Tenant Owners or Service Administrators must connect their tenants to AvePoint Online Services to monitor and manage risky data. For details, refer to [Connect Your Tenants to AvePoint Online Services](#).

✓ 03 Create app profiles and configure auto discovery.

✓ 04 AvePoint Online Services Auto discovery uses app profile authentication to scan and register objects for analysis in AvePoint Insights. Before creating an auto discovery scan profile, create app profiles for the objects you want to manage.

To connect Insights to your tenant, you'll need to create an app profile for each platform. For the least permissive configuration, refer to [Permissions for App Authorization](#) for the recommended settings.

✓ 05 To scan and add Auto discovery and configure scan profiles. For details, see [Manage Auto Discovery](#).

✓ 06 Complete the Onboarding Wizard.

The first time you sign in to AvePoint Insights, the Onboarding Wizard will guide you through the initial configuration process. Follow the steps outlined in [Initial Configurations](#) to set up your tenant.

✓ 07 Wait for the scan to finish and receive a notification.

After completing the initial configurations, AvePoint Insights will automatically initiate a full scan of your data. Once the scan finishes, you'll receive an email notification, signaling that you're ready to begin exploring your insights.

For more information on how data is processed, refer to [Data Processing](#).

✓ 08 Explore your data on the Insights dashboard.

When you sign in to AvePoint Insights, you'll be directed to the Insights Dashboard, where you can analyze and manage risky data across your platform. Select your platform:

- **Microsoft 365** – Click **Enter** to explore insights across your Microsoft 365 tenants. For details, see [Use Insights in your Microsoft 365 Tenant](#).
- **Google Workspace** – Click **Enter** to explore insights for your Google Workspace. For details, see [Use Insights in your Google Workspace Tenant](#).

We also provide complimentary assistance to help you maximize the value of AvePoint Insights and explore its full range of capabilities. Reach out to your AvePoint Representative for personalized onboarding support.