

SharePoint Essentials Toolkit

2025 Release

Installation & Deployment Guide

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Minimum Requirements & Supported Environments

Supported Operating Systems

- Microsoft Windows 10 (64-bit only)
- Microsoft Windows 11
- Microsoft Windows Server 2016
- Microsoft Windows Server 2019
- Microsoft Windows Server 2022

Supported Virtualized Environments

Below is a list of tested virtual machine solutions that have been tested and are supported for use with the SharePoint Essentials Toolkit. If you have a solution not listed below, you may contact us to verify it is a supported virtualized environment.

- Microsoft Hyper V
- Microsoft Azure Hypervisor
- Amazon Elastic Compute Cloud
- VMWare
- Citrix Workspace

Software Requirements

The software pre-requisites are automatically installed by the application's installer. They can also be manually installed using links below.

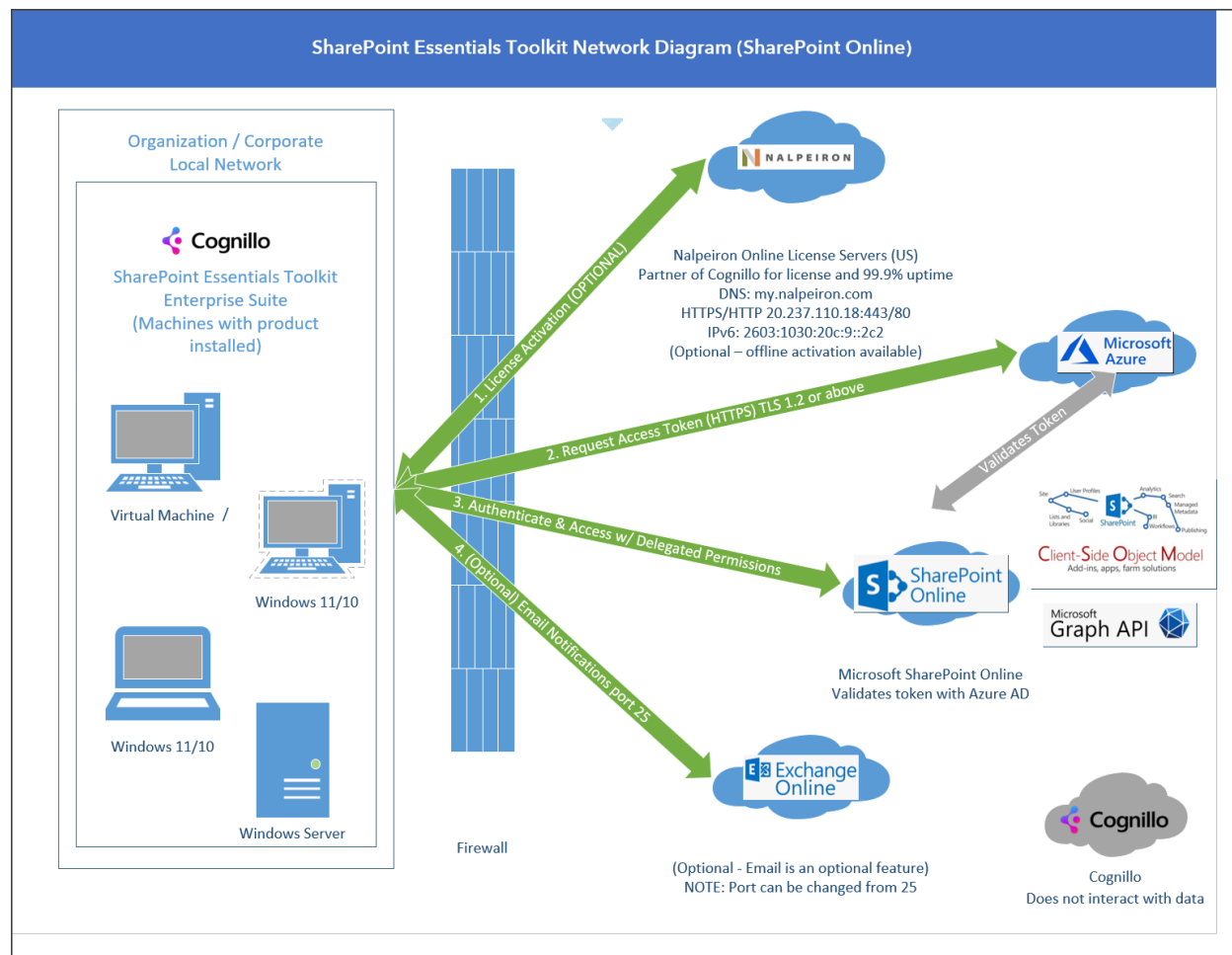
- Microsoft .NET Core Desktop - .NET Desktop Runtime (x64)
 - <https://dotnet.microsoft.com/en-us/download/dotnet/>
- Microsoft WebView2
 - <https://developer.microsoft.com/en-us/microsoft-edge/webview2/>
- Microsoft Visual C++ Redistributable x64
 - https://aka.ms/vs/17/release/vc_redist.x64.exe

Minimum Hardware Requirements

- Processor: Minimum Dual-Core, 3GHz, Quad-Core recommended.
- RAM: 8GB Minimum, 16GB Recommended.
- Display: Resolution of 1368x768 or higher. We recommend monitor resolution of 1280x1024 or higher for optimal viewing.

Plan the Environment

Network Diagram



Open Ports

If using the online activation model (see below), the following must not be blocked:

DNS	my.nalpeiron.com
IPv4	20.237.110.18
IPv6	2603:1030:20c:9::2c2
Port	80 and 443 *all data sent to Nalpeiron is encrypted, regardless of http/https protocol

For the in-app “Check for Updates” button to work, the following must not be blocked:

DNS	https://apps.cognillo.com
Port	443 only

Install SharePoint Essentials Toolkit

Download the Installer

- [Download SharePoint Essentials Toolkit 2025 Full \(EXE\)](#)
- [Download SharePoint Essentials Toolkit 2025 Full \(MSI\)](#)

Pre-requisites

- Installation should automatically install pre-requisites needed:
 - Microsoft NET Desktop Runtime (.NET Core)
 - Microsoft Webview2 for browser authentication support
- A local machine Administrator should install the application
- A local machine User can use the application (does not require local admin to run)

Installation Paths

- **Program binaries (default location)**
 - C:\Program Files\Cognillo\SharePoint Essentials Toolkit
- **User data such as reports (default location)**
 - C:\Users\<username>\Documents\SharePoint Essentials Toolkit
 - Some directories in this location can be moved, such as folder location for exported files (can be shared).
- **User system config data (cannot be modified)**
 - C:\Users\<username>\AppData\Local\Cognillo\SharePoint Essentials Toolkit
- **App config data (cannot be modified)**
 - C:\ProgramData\Cognillo\SharePoint Essentials Toolkit

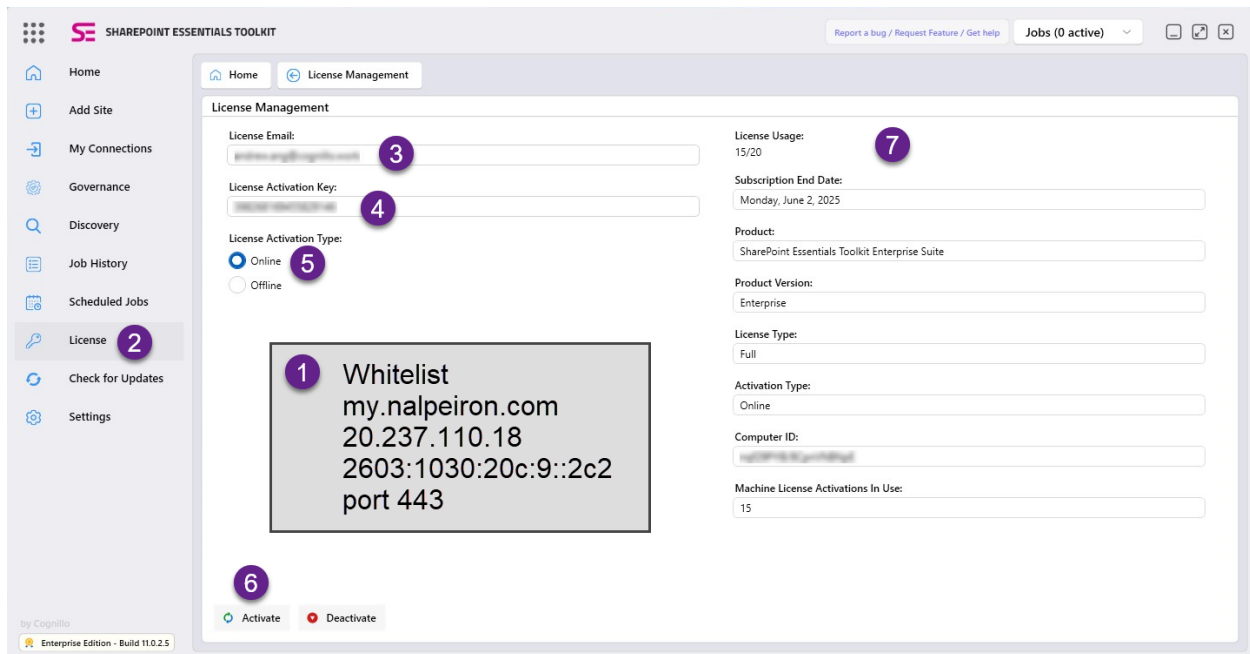
License Activation

We offer 2 options for license activation, ONLINE and OFFLINE.

Below is a table that describes the 2 models:

Model	Online	Offline
Requires Internet Connection	Yes	No (only to SharePoint)
Requires contacting Cognillo for Offline Activation Key		
Features supported	All	All
App Updates	Must have access to https://app.cognillo.com	Requires updates to be downloaded and installed manually (if https://app.cognillo.com is blocked)

Online Activation



The screenshot shows the 'License Management' page in the SharePoint Essentials Toolkit. The interface includes a left-hand navigation menu with options like Home, Add Site, My Connections, Governance, Discovery, Job History, Scheduled Jobs, License (highlighted with a purple circle 2), Check for Updates, and Settings. The main content area is titled 'License Management' and contains several input fields and a status section. A gray box with a purple circle 1 contains the following text: 'Whitelist my.nalpeiron.com 20.237.110.18 2603:1030:20c:9::2c2 port 443'. The 'License Activation Type' section has radio buttons for 'Online' (selected, with a purple circle 5) and 'Offline'. The 'License Email' field (with a purple circle 3) and 'License Activation Key' field (with a purple circle 4) are visible. The 'License Usage' section shows '15/20' (with a purple circle 7) and 'Subscription End Date: Monday, June 2, 2025'. Other fields include 'Product: SharePoint Essentials Toolkit Enterprise Suite', 'Product Version: Enterprise', 'License Type: Full', 'Activation Type: Online', 'Computer ID: [redacted]', and 'Machine License Activations In Use: 15'. At the bottom, there are 'Activate' and 'Deactivate' buttons, with a purple circle 6 highlighting the 'Activate' button.

Cognillo has partnered with **Nalpeiron** (<https://nalpeiron.com>) for license management. This helps us ensure the license activation servers are available with **99.9% uptime**.

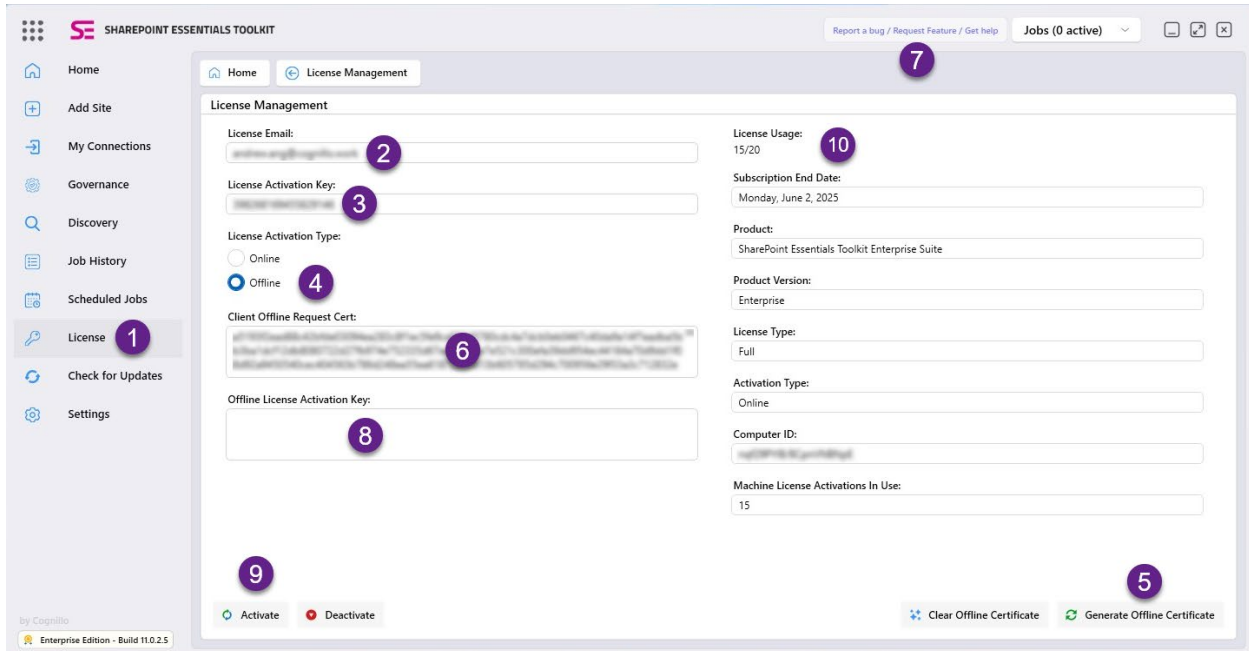
Please note that only the license key and email address provided for activation are sent to Nalpeiron license servers. The email address can be of any value for activation, it is only used in the event you would like to deactivate a license and need to identify the machine it was installed on.

To begin ONLINE activation, see the steps below:

1. Ensure Nalpeiron is whitelisted on the appropriate port (see above diagram).
2. In SharePoint Essentials Toolkit, click License in the left navigation.

3. For Email, enter your email address. This email address will be associated with your license in our records.
 - The Email does not have to be your actual email, but it must be unique for each activation. Using your actual email is convenient if we need to look up your license (i.e. for support or if you need to have us deactivate a license for you).
4. License Activation Key:
 - NOTE: The email address used for the initial download should have received an email from Cognillo with the License Activation Key.
5. For License Activation Type, choose **Online**.
6. Click Activate. A confirmation popup should appear.
7. Verify the license information on the right side of the License page is correct. If anything is not correct, please contact Cognillo for support.

Offline Activation



The screenshot shows the 'License Management' page in the SharePoint Essentials Toolkit. The left sidebar has a 'License' link highlighted with a purple circle 1. The main content area has a 'License Management' tab selected with a purple circle 7. The form contains the following fields and elements:

- License Email:** Text input field with a purple circle 2.
- License Activation Key:** Text input field with a purple circle 3.
- License Activation Type:** Radio buttons for 'Online' and 'Offline'. 'Offline' is selected with a purple circle 4.
- Client Offline Request Cert:** Text area with a purple circle 6.
- Offline License Activation Key:** Text input field with a purple circle 8.
- License Usage:** 15/20 with a purple circle 10.
- Subscription End Date:** Monday, June 2, 2025.
- Product:** SharePoint Essentials Toolkit Enterprise Suite.
- Product Version:** Enterprise.
- License Type:** Full.
- Activation Type:** Online.
- Computer ID:** Text input field.
- Machine License Activations In Use:** 15.
- Buttons:** 'Activate' (green) and 'Deactivate' (red) at the bottom left with a purple circle 9. 'Clear Offline Certificate' and 'Generate Offline Certificate' (green) at the bottom right with a purple circle 5.

1. In SharePoint Essentials Toolkit, click License in the left navigation.
2. For Email, enter your email address. This email address will be associated with your license in our records.
 - The Email does not have to be your actual email, but it must be unique for each activation. Using your actual email is convenient if we need to look up your license (i.e. for support or if you need to have us deactivate a license for you).
3. License Activation Key:
 - NOTE: The email address used for the initial download should have received an email from Cognillo with the License Activation Key.
4. For License Activation Type, choose Offline. Two additional fields appear.
5. Click Generate Offline Certificate.

- NOTE: If you click it more than once, activation may not work. If this happens, click Clear Offline Certificate, then click Generate Offline Certificate again and continue with the next step.
6. A long random value should now appear in the Client Offline Request Cert text box. Copy the value in the Client Offline Request Cert text box.
 7. Click Report a bug / Request feature / Get help or contact Cognillo at support@cognillo.com. In the support ticket or email, paste the Client Offline Request Cert value. Cognillo support will respond within 18 business hours with the corresponding Offline License Activation Key. At this point, your license has been activated with Cognillo, but not on your device.
 8. Copy and paste the key provided by Cognillo into the Offline License Activation Key field.
 9. Click Activate. A confirmation popup should appear.
 10. Verify the license information on the right side of the License page is correct. If anything is not correct, please contact Cognillo for support.

Azure App Registration

- **IMPORTANT:** These steps require a user to grant tenant-wide admin consent to SharePoint Essentials Toolkit. Elevated privileges in Azure are required to perform this step. Please refer to Microsoft's documentation for more details:

[Grant tenant-wide admin consent to an application - Microsoft Entra ID | Microsoft Learn](#)

SharePoint Essentials Toolkit App Registration in Azure Portal

Begin Registration

You can perform app registration using the Azure Portal or use the PowerShell script provided.

Users can authenticate using their web browser (default setup), or using Certificate based authentication.

Certificate based authentication has the benefit of password-less authentication and may work better in some environments for scheduled jobs. However, it will provide ALL users who have access to use the certificate, with the same SharePoint permissions (which are assigned to the certificate during App Registration).

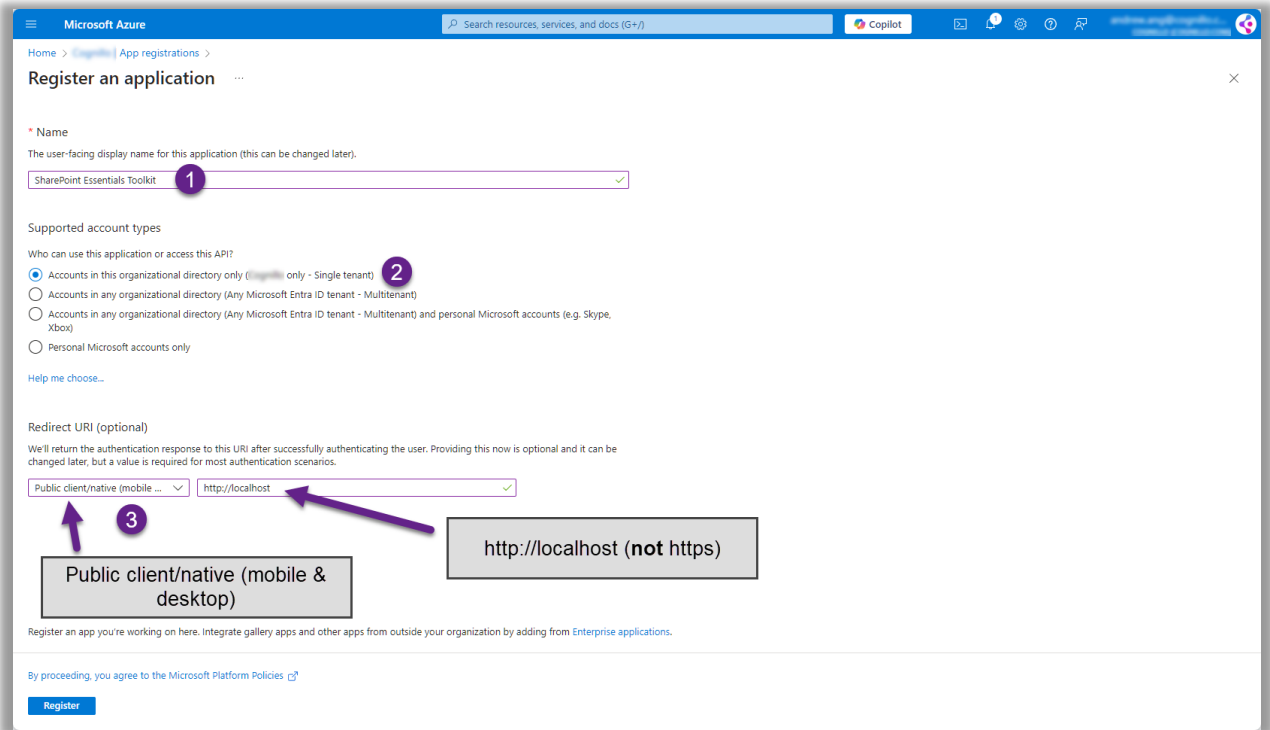
Option 1 – PowerShell Script

<https://apps.cognillo.com/appupdates/essentials/AzureAppRegistrationModernAuth.zip>

Option 2 – Azure Portal

Register an application

1. Navigate to <https://portal.azure.com>.
2. Login.
3. Go to Microsoft Entra ID (ex. by using the search bar).
4. Under Manage, click App Registrations.
5. Click "New Registration".
6. For Name, enter a name for the app such as "SharePoint Essentials Toolkit".
7. Add <http://localhost> (**not https**) as a Redirect URI for "Public client/native (mobile & desktop)".



Microsoft Azure

Home > App registrations > Register an application

Name

The user-facing display name for this application (this can be changed later).

SharePoint Essentials Toolkit 1

Supported account types

Who can use this application or access this API?

Accounts in this organizational directory only (Single tenant) 2

Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)

Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

Personal Microsoft accounts only

Help me choose...

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Public client/native (mobile & desktop) 3 http://localhost

Public client/native (mobile & desktop)

http://localhost (not https)

Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from Enterprise applications.

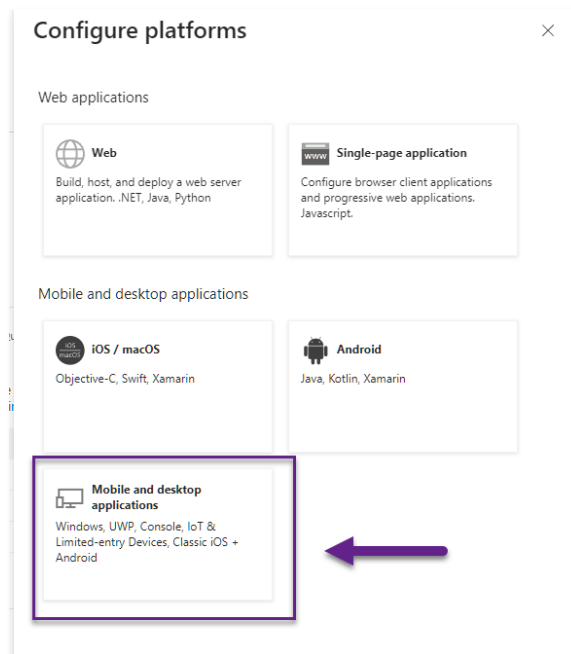
By proceeding, you agree to the Microsoft Platform Policies

Register

For more information:

- [Quickstart: Register an app in the Microsoft identity platform - Microsoft identity platform | Microsoft Learn](#)

8. In the Authentication tab, click Add a platform, choose “Mobile and desktop applications”



Configure platforms

Web applications

Web

Build, host, and deploy a web server application. .NET, Java, Python

Single-page application

Configure browser client applications and progressive web applications. Javascript.

Mobile and desktop applications

iOS / macOS

Objective-C, Swift, Xamarin

Android

Java, Kotlin, Xamarin

Mobile and desktop applications

Windows, UWP, Console, IoT & Limited-entry Devices, Classic iOS + Android

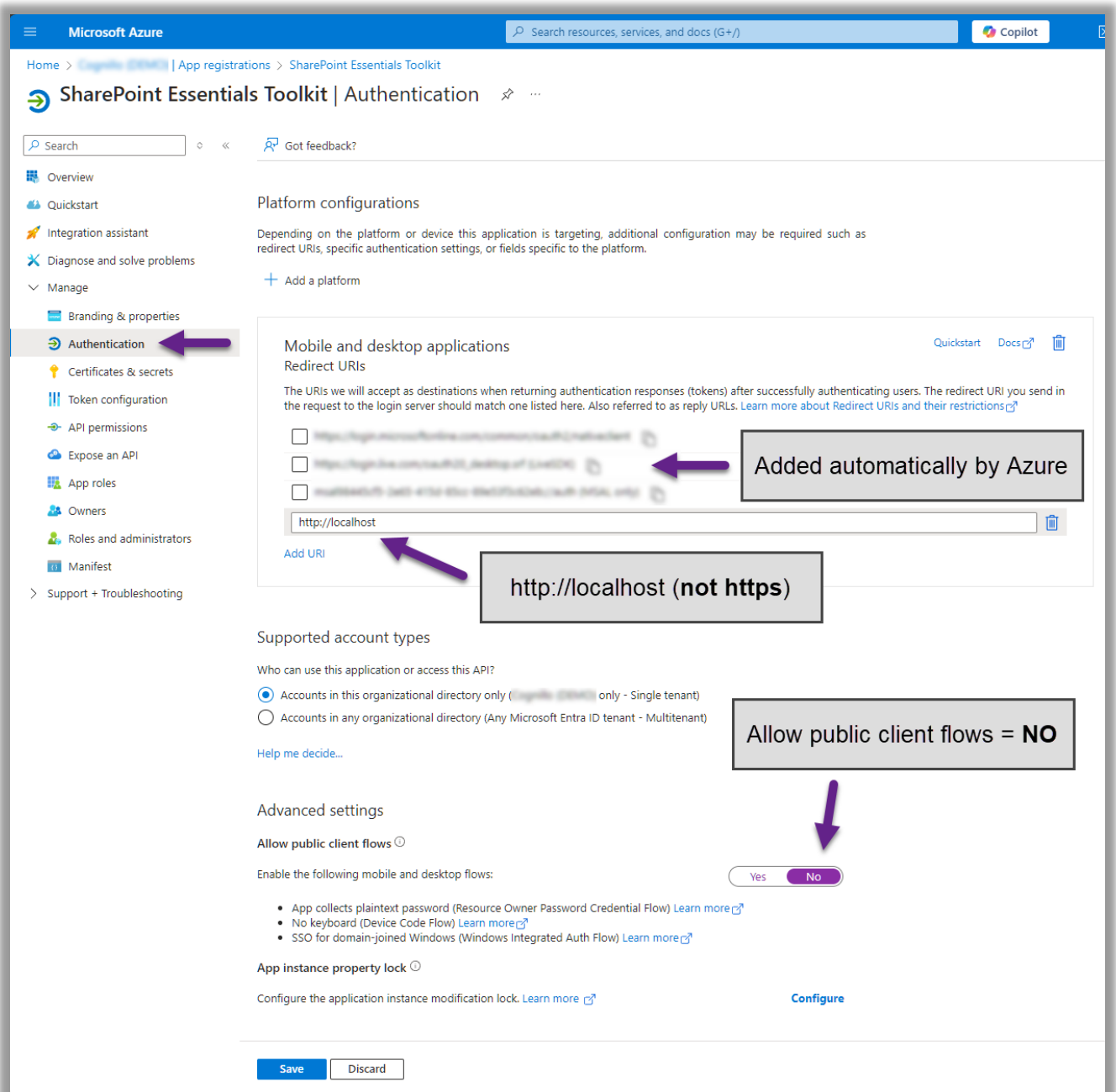
9. Enter **http://localhost** as the Redirect URI.

NOTE: It is important to use http and not https for this path as it can cause certificate binding issues when https is used, as the SharePoint Essentials Toolkit is a locally installed application and not a web application. See this article for more information.

10. Ensure “Enable public client flows” is set to **No**.

For further information on ‘Allow Public Flows’, see [Allow public client flows - Microsoft Q&A](#)

11. Here are the settings in the Authentication tab of the App Registration after it is created.



Microsoft Azure

Home > App registrations > SharePoint Essentials Toolkit

SharePoint Essentials Toolkit | Authentication

Search resources, services, and docs (G+)

Overview

Quickstart

Integration assistant

Diagnose and solve problems

Manage

Branding & properties

Authentication

Certificates & secrets

Token configuration

API permissions

Expose an API

App roles

Owners

Roles and administrators

Manifest

Support + Troubleshooting

Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

+ Add a platform

Mobile and desktop applications

Redirect URIs

The URIs we will accept as destinations when returning authentication responses (tokens) after successfully authenticating users. The redirect URI you send in the request to the login server should match one listed here. Also referred to as reply URLs. [Learn more about Redirect URIs and their restrictions](#)

- ☐ https://login.microsoftonline.com/your-tenant-id/oauth2/redirect
- ☐ https://login.microsoftonline.com/your-tenant-id/oauth2/redirect
- ☐ https://login.microsoftonline.com/your-tenant-id/oauth2/redirect

Added automatically by Azure

Add URI

http://localhost (not https)

Supported account types

Who can use this application or access this API?

☒ Accounts in this organizational directory only (Single tenant)

☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)

[Help me decide...](#)

Advanced settings

Allow public client flows

Enable the following mobile and desktop flows:

Yes No

- App collects plaintext password (Resource Owner Password Credential Flow) [Learn more](#)
- No keyboard (Device Code Flow) [Learn more](#)
- SSO for domain-joined Windows (Windows Integrated Auth Flow) [Learn more](#)

App instance property lock

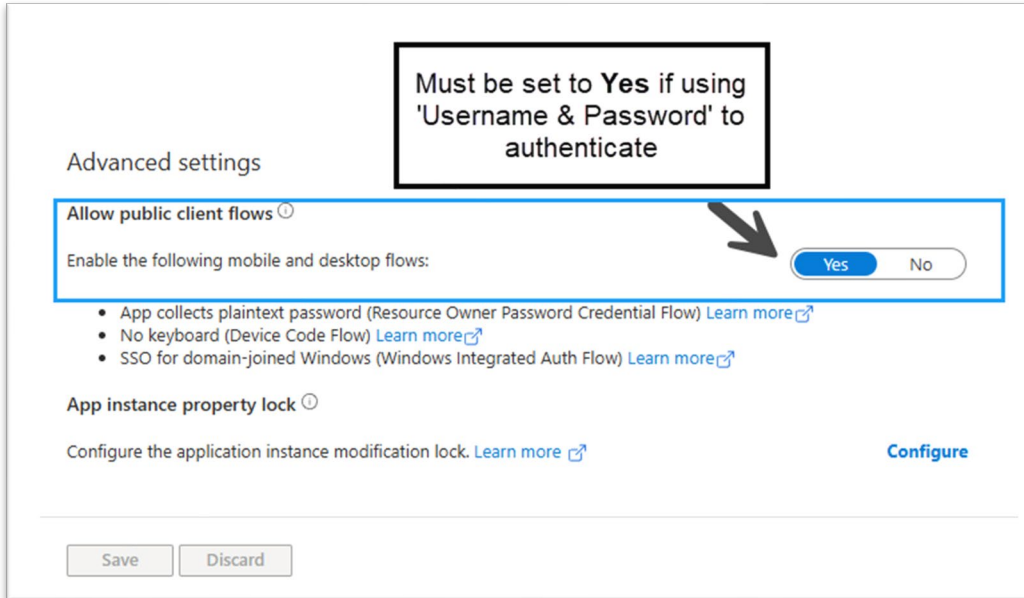
Configure the application instance modification lock. [Learn more](#)

Configure

Save Discard

IMPORTANT

To allow/support 'Username and Password' authentication, '**Allow public client flows**' must be set to **Yes**:



Advanced settings

Allow public client flows ⓘ

Enable the following mobile and desktop flows:

☒ Yes ☐ No

- App collects plaintext password (Resource Owner Password Credential Flow) [Learn more](#)
- No keyboard (Device Code Flow) [Learn more](#)
- SSO for domain-joined Windows (Windows Integrated Auth Flow) [Learn more](#)

App instance property lock ⓘ

Configure the application instance modification lock. [Learn more](#)

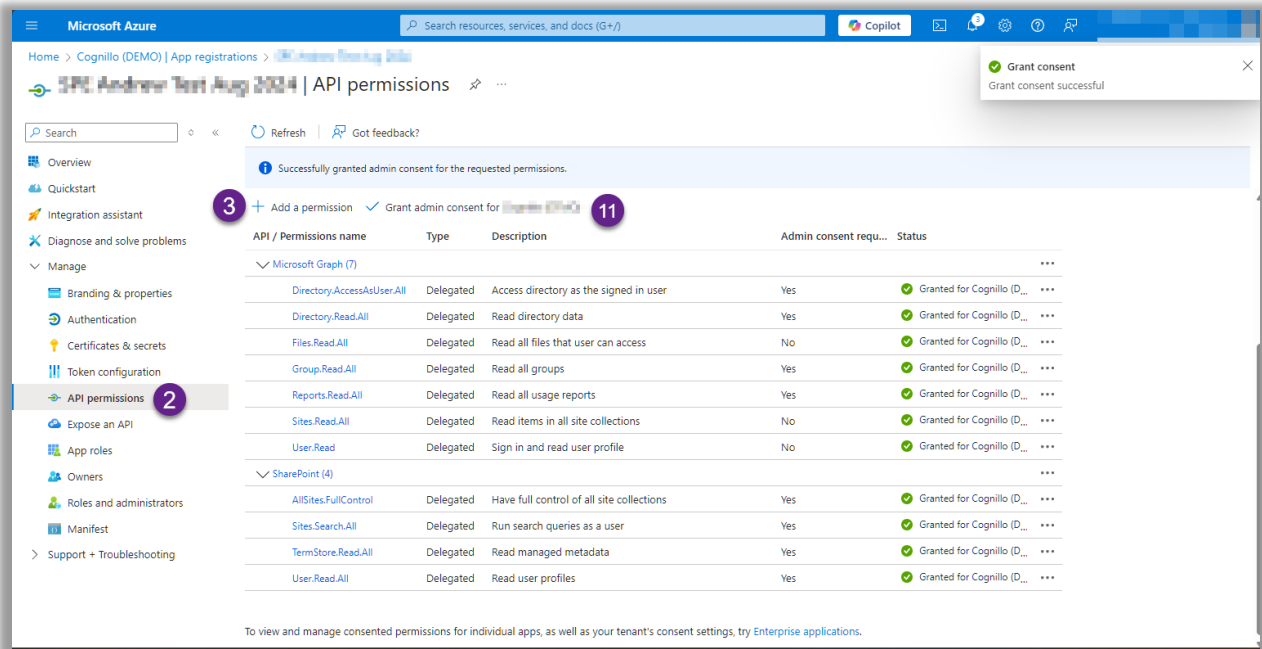
[Configure](#)

[Save](#) [Discard](#)

12. Click "Save"

API Permissions Setup

1. In the Azure Portal, navigate to the App Registration created above.
2. Click **API permissions** in the left navigation.



Microsoft Azure

Home > Cognillo (DEMO) | App registrations > API permissions

Search resources, services, and docs (G+)

Copilot

Grant consent
Grant consent successful

Search

Refresh

Got feedback?

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Support + Troubleshooting

Successfully granted admin consent for the requested permissions.

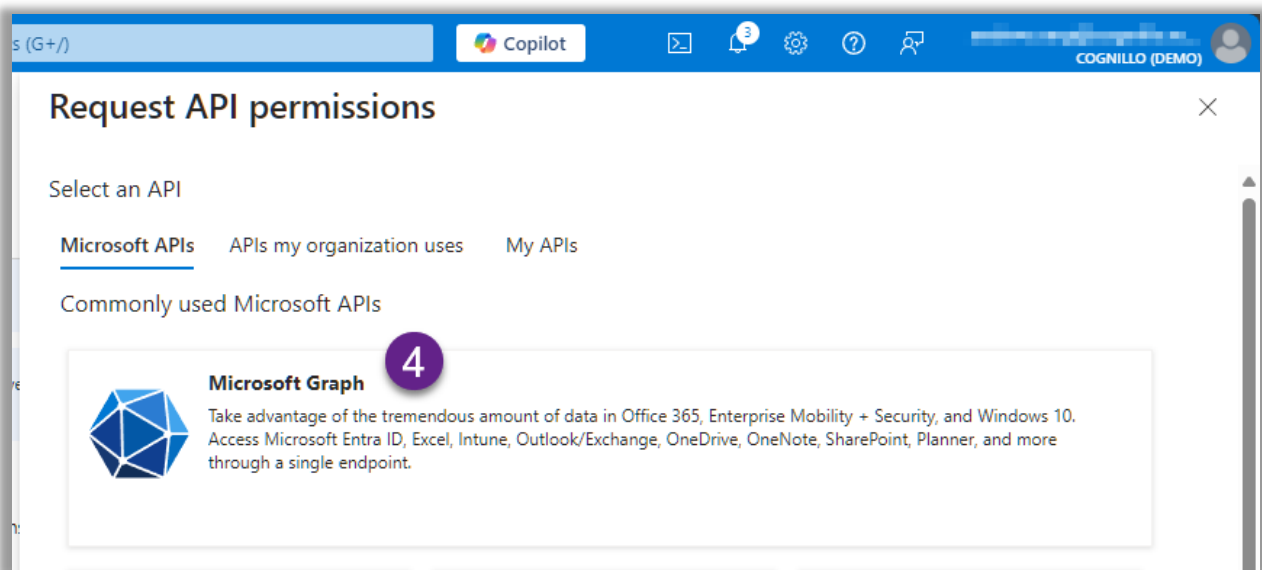
+ Add a permission

Grant admin consent for Cognillo (DEMO)

API / Permissions name	Type	Description	Admin consent requ...	Status
Microsoft Graph (7)				
Directory.AccessAsUser.All	Delegated	Access directory as the signed in user	Yes	Granted for Cognillo (D...
Directory.Read.All	Delegated	Read directory data	Yes	Granted for Cognillo (D...
Files.Read.All	Delegated	Read all files that user can access	No	Granted for Cognillo (D...
Group.Read.All	Delegated	Read all groups	Yes	Granted for Cognillo (D...
Reports.Read.All	Delegated	Read all usage reports	Yes	Granted for Cognillo (D...
Sites.Read.All	Delegated	Read items in all site collections	No	Granted for Cognillo (D...
User.Read	Delegated	Sign in and read user profile	No	Granted for Cognillo (D...
SharePoint (4)				
AllSites.FullControl	Delegated	Have full control of all site collections	Yes	Granted for Cognillo (D...
Sites.Search.All	Delegated	Run search queries as a user	Yes	Granted for Cognillo (D...
TermStore.Read.All	Delegated	Read managed metadata	Yes	Granted for Cognillo (D...
User.Read.All	Delegated	Read user profiles	Yes	Granted for Cognillo (D...

To view and manage consented permissions for individual apps, as well as your tenant's consent settings, try [Enterprise applications](#).

3. Click Add a permission.
4. Click Microsoft Graph.



Request API permissions

Select an API

Microsoft APIs | APIs my organization uses | My APIs

Commonly used Microsoft APIs

Microsoft Graph

Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Microsoft Entra ID, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.

5. Click **Delegated permissions** (users will authenticate using the web browser through MSAL).
NOTE: For **Certificate** based authentication, use **"Application Permissions"**

- Page 14 of 17

- b. For more information:
 - i. [Grant tenant-wide admin consent to an application - Microsoft Entra ID | Microsoft Learn](#)

12. The “Status” column should now show “Granted for [TENANT NAME]”.

Permissions Needed

To access all SharePoint Essentials Toolkit features, see below required API permissions.

Note that the application uses delegated permissions, which means that if the user does not have Full Control, then the application will only delegate the permissions that the user has, with a ‘maximum’ permission level of ‘Full Control’ (using AllSites.FullControl).

- These settings are for **Delegated Permissions**, using [Web Browser Authentication](#).
 - [Certificate](#) based authentication will use **Application Permissions**.
- See below for instructions on how to grant these permissions in Azure using a web browser.

	Minimum configuration for all current features
Microsoft Graph	Directory.AccessAsUser.All
	Directory.Read.All
	Files.Read.All*
	Group.Read.All
	Reports.Read.All**
	Sites.Read.All*
	User.Read
SharePoint	AllSites.FullControl
	Sites.Search.All
	TermStore.Read.All
	User.Read.All

* Files.Read.All and Sites.Read.All are required for Analytics. If these are not granted, Analytics features will not work.

** Reports.Read.All required for Governance & Site Activity features.

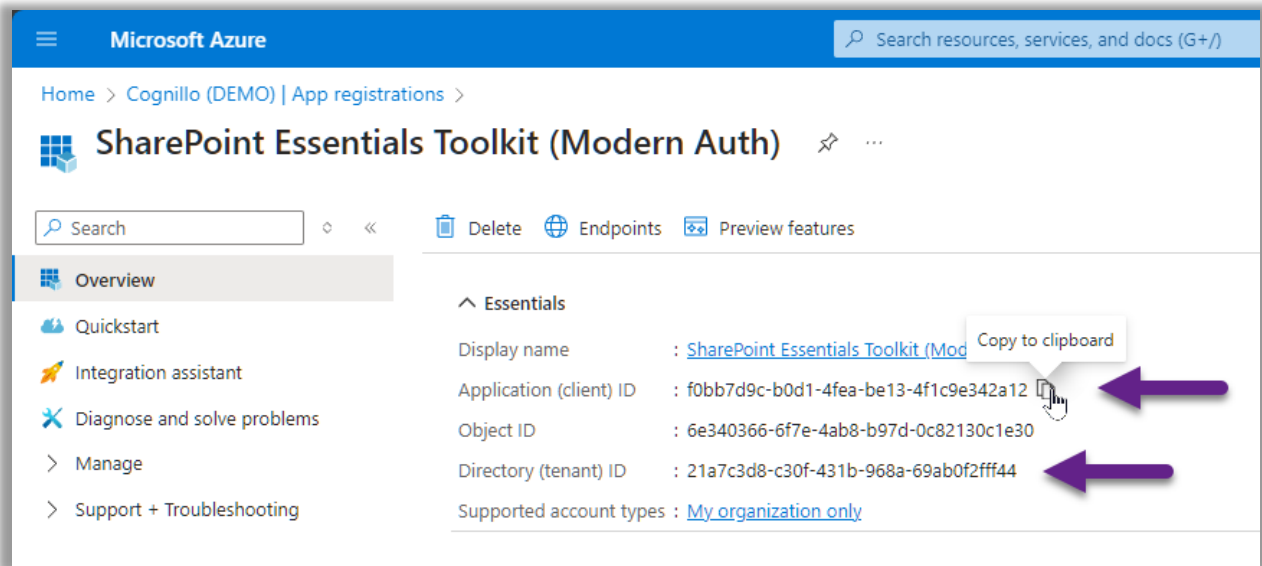
For information:

- [Configuring authentication | PnP Core SDK](#)
- For SPE Analytics:
 - [Get item activity stats by interval - Microsoft Graph beta | Microsoft Learn](#)
- Note that where appropriate, we have recommended permissions more restrictive than Microsoft’s recommendations in the links above, as SPE does not require Write permissions on the objects listed in the links.

Get Tenant Id and Application Id from Azure Portal using a Web Browser

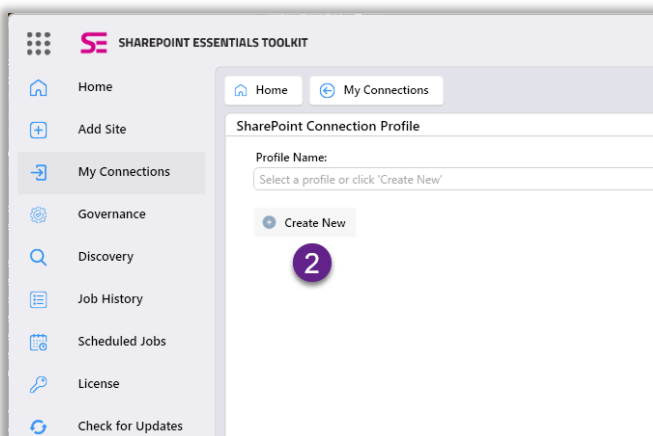
1. In the Azure Portal, navigate to the App Registration created above.

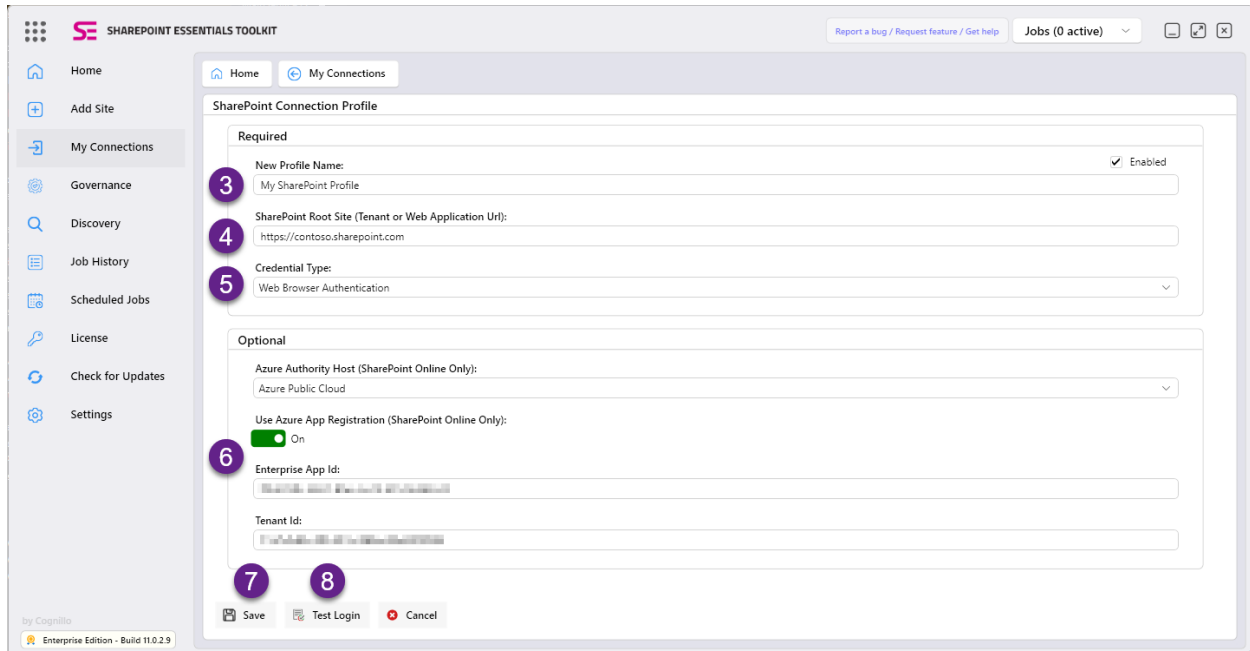
2. In the Essentials area, note the Application (client) ID and Directory (tenant) ID as shown below. You can copy these to the clipboard using the icon that appears when you hover the mouse pointer over the values.
 - a. These values will be needed in a later step.



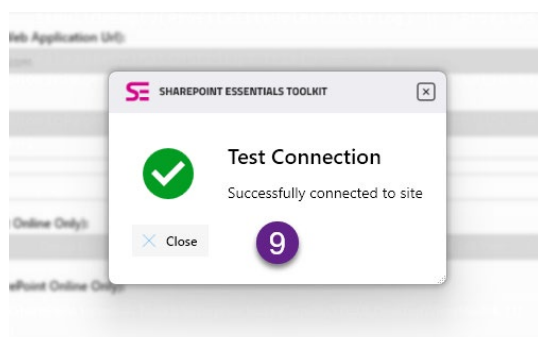
Testing WBA (Web Browser Authentication) with Azure Registration in SharePoint Essentials Toolkit

1. In SharePoint Essentials Toolkit, click My Connections in the left navigation.
2. Click Create New.





3. Enter a Profile Name. For example, My SharePoint Profile.
4. Enter the SharePoint Root Site.
 - a. For SharePoint Online, use the tenant url (ex. <https://mycompany.sharepoint.com>). Do not use the admin site url (ex. <https://mycompany-admin.sharepoint.com>).
 - b. For SharePoint on-premises, use the web application url (ex. <https://spfarm>).
5. For Credential Type, choose Web Browser Authentication
6. Under Optional:
 - a. For Azure Authority Host, choose Azure Public Cloud or the appropriate cloud for your organization
 - b. Click Use Azure App Registration so it is On.
 - c. Enter the Enterprise App Id and Tenant Id for your SharePoint Online App Registration. If you are not sure how to get these values, see below.
7. Click Save.
8. Click Test Login to verify your settings.
 - a. If the login test fails, verify the settings were entered correctly. Ensure there are no extra spaces in the Enterprise App Id and Tenant Id.



9. If the login test is ok, go to the Add Sites section of this document.