

CONTACT

GETTING STARTED

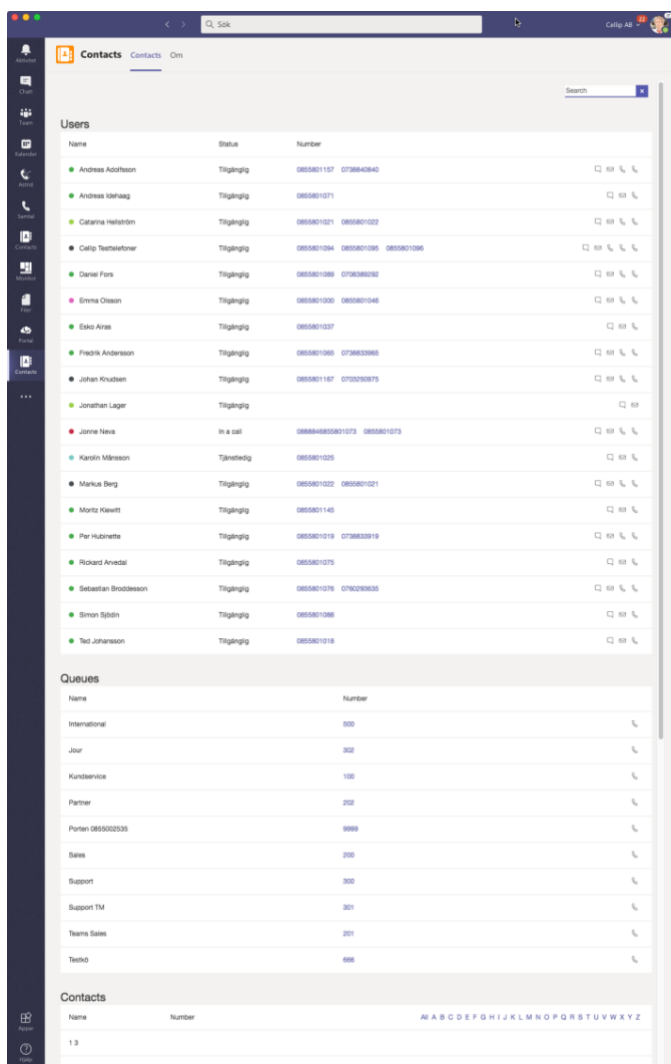
Once you have installed the Contacts app in your Teams client, we recommend that you attach the app to your left menu. If you are an Admin in the organization, you can create policies for apps and ensure that your employees have a left-hand menu with the right apps lined up.

Log in with the information for your telephone system - email address and password. If you have been logged in to Astrid before, you do not need to log in to Contacts.

For the Contacts app to work properly, you need to set up access for your users in the UC2.0 portal.

Go to your portal and log in with users who have administrator rights. Click on "Access", either change the existing group for your users or create a new group and also apply it to your users.

We also recommend that you sync your contacts from exchange.



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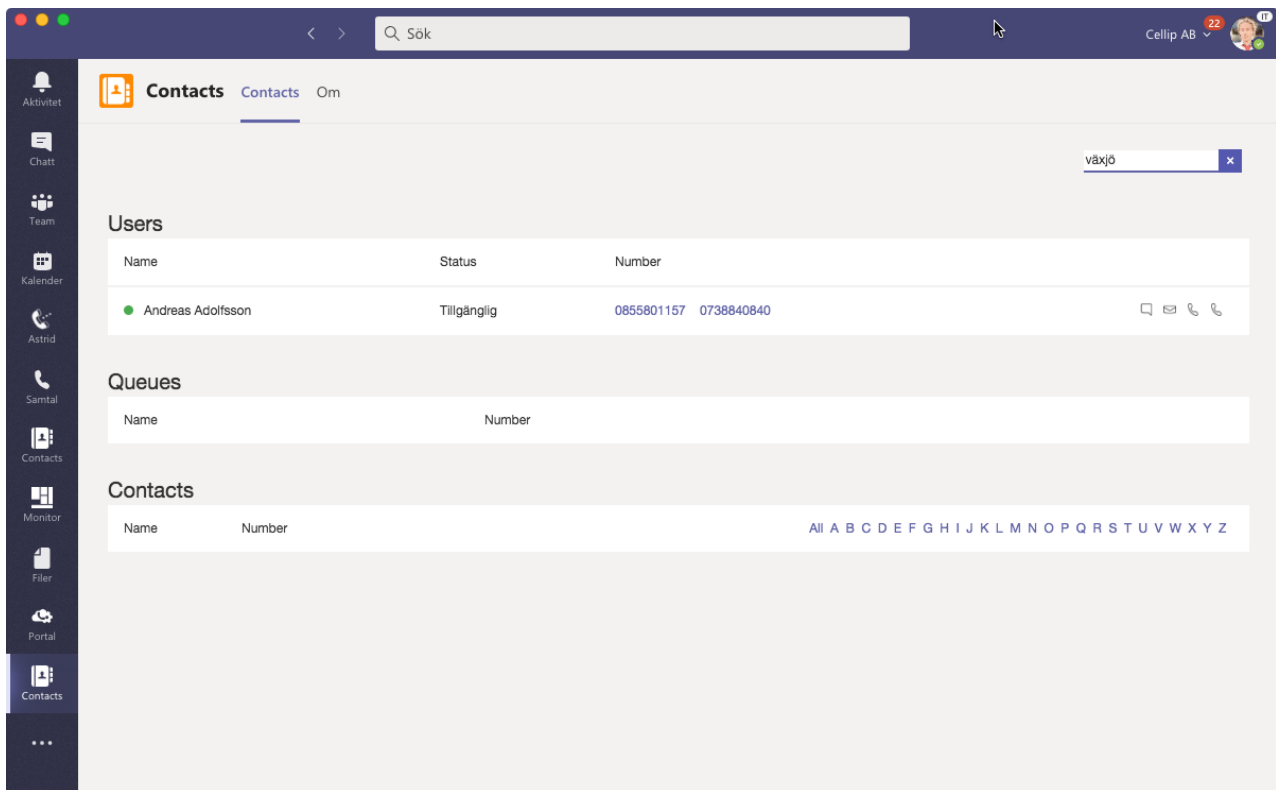
The contacts app lists your colleagues, queues and contacts. You see your colleagues' profile from the telephone system to be able to make a decision from it whether you want to contact the person in question, are the colleague in a meeting or busy in conversation, the colleague has set an end time on his profile, you also see it.

From the icons on the right you can start chatting in teams, email or call, you can also make calls from the numbers listed.

If you haven't already assigned im: and tel: URLs to your Teams app, search for "Default apps" in windows, click it and choose "Choose default apps by protocol" scroll down to IM and TEL and select Teams as your default app. This will make calls and instant messaging links from your Contacts app to open with Teams.

SEARCH

Find your colleagues contacts or queues by name. You can also filter a contact by letter and you will then get more than the normal 20 that are displayed. If a colleague has a tag in the telephone portal, you can also search for it to find colleagues with a specific area that is given the tag.



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