

Installing SC SMS into Microsoft Teams Admin Portal

You will need to have Super Admin permission to install this app into your Microsoft Teams environment

- 1. Open the company admin.teams.microsoft.com portal
- 2. On the side menu panel, go to Manage Apps
- 3. on the upper right side click on Actions, and then Upload New App

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ŵ	Manage apps		1		Act	ions $^{\scriptstyle \lor}$	
ትድ ድ ^ዋ	Control which apps are available to install for people in your organization by allowing and blocking apps. You can also upload, approve, and publish custom apps made specifically for your organization to the app store. After managing apps on this page, use an app setup policy to pre-install apps for your users. Learn more about managing apps.		ا, ۽,	+ Upload new app Ø Org-wide app settings			ings

4. A pop window will open asking to upload the custom app



5. You will get a notification saying the custom app has been added





6. Close the pop-up window and go to the Admin's Teams Window and click on the APPs Tab and under the section Built for your org you will find the **SC SMS** app, and click on **add**



7. Checkmark consent on behalf of your organization





8. Once accepted, go back to the SC SMS window and open the Chat tab, and type **Hi or Hello** for the BOT to recognize you are a user

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& Calls					11:19 AM hi	
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COS Teams	6	Hi Basil Stepanov (basil@smartchoiceus.com), I keep while also enabling seamless messaging and replies	o you informed with notifications inside Microso If you need more help, just say <i>'help'</i>	ft Teams through me,		
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