

Teams Fax App

Deployment

Teams Admin

Quick Reference



 Microsoft



Teams Fax Tenant Installation

This guide outlines the basic steps the organization's Global Teams Administrator must follow to install and allow use of the Teams Fax App by properly provisioned end users in their Microsoft Teams Client. These steps are performed by organization's Teams Admin and not the Service Provider.

Global Administrator level access in the Microsoft Azure (Entra) Tenant is required to provide sufficient tenant consent to the Momentum Fax Enterprise Application and complete the application installation and setup for their organization's users.

Installation Steps

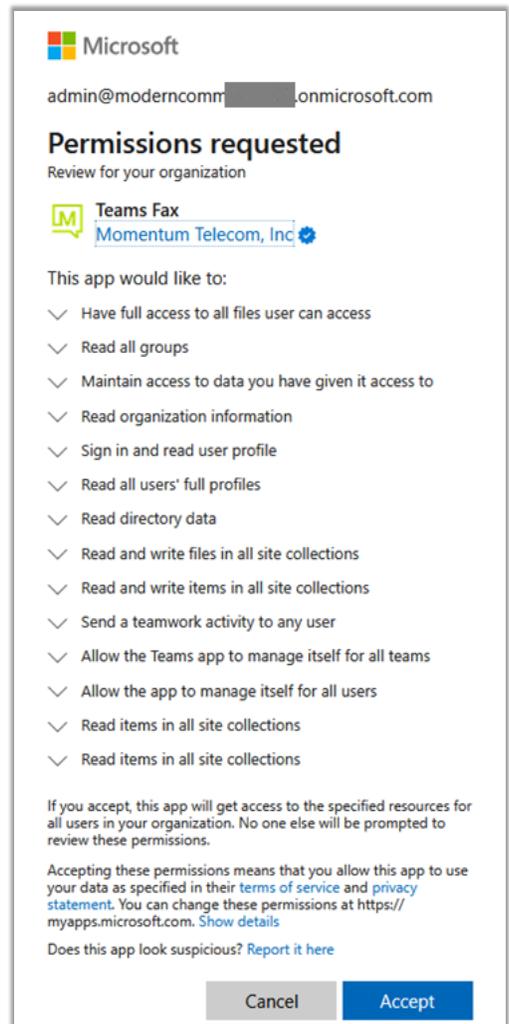
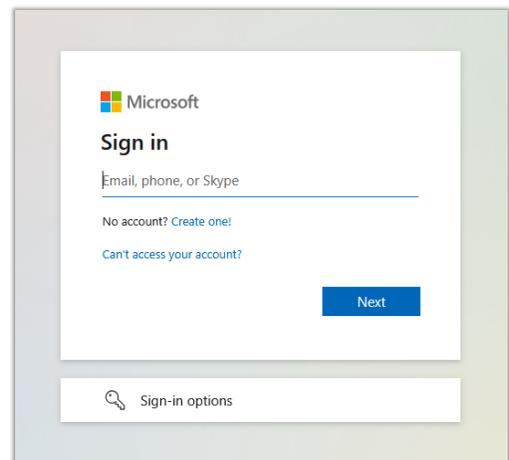
Consent to Pair Teams Tenant to the Momentum Teams Fax Enterprise Application

1. In a web browser, navigate to:
<https://ucs.teamsfax.com/teams/consent>
2. Sign in with your Global Teams Admin Credentials (Required).

Review the Permissions required for consent to pair the Momentum Teams Fax application to your tenant.

3. Click **Accept** to grant consent and continue.

An **Admin consent granted** confirmation dialog is displayed once successfully paired. This view closes automatically after 6 seconds, or you may close the window at any time.



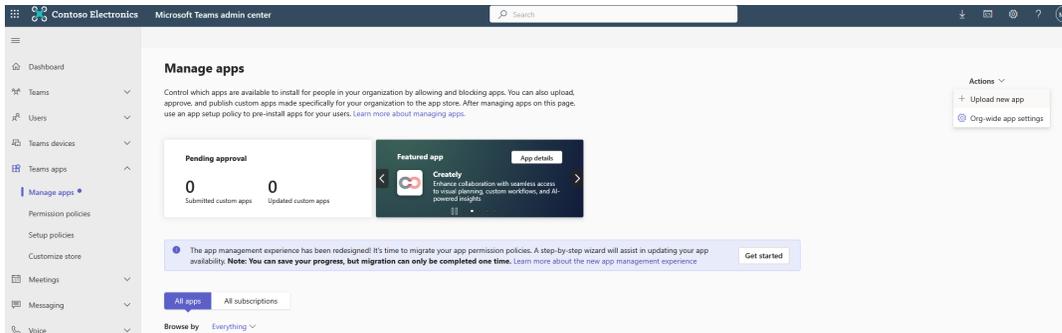
Admin consent granted.



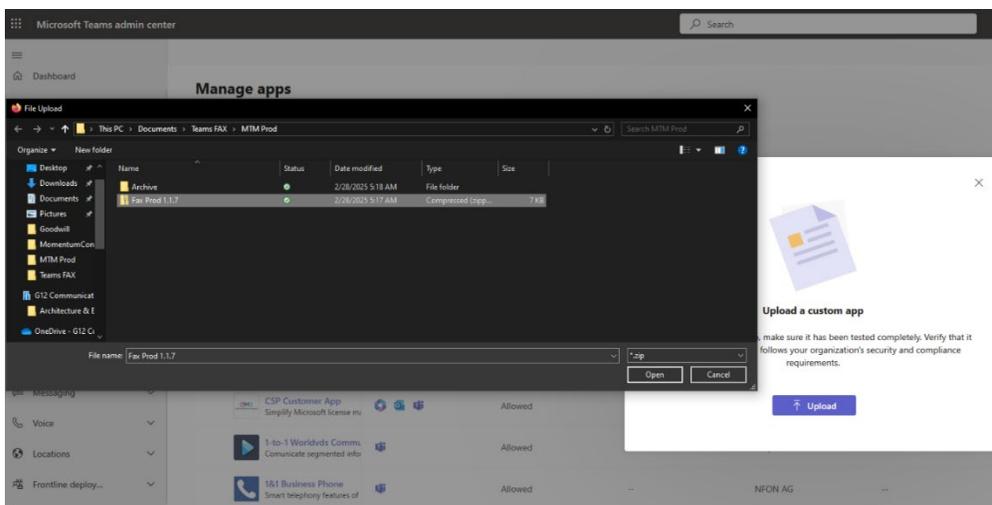
Install and Publish the Teams Fax Application in the Teams Admin Center (TAC)

The Teams Global Admin can now install the Momentum Teams Fax application in the TAC.

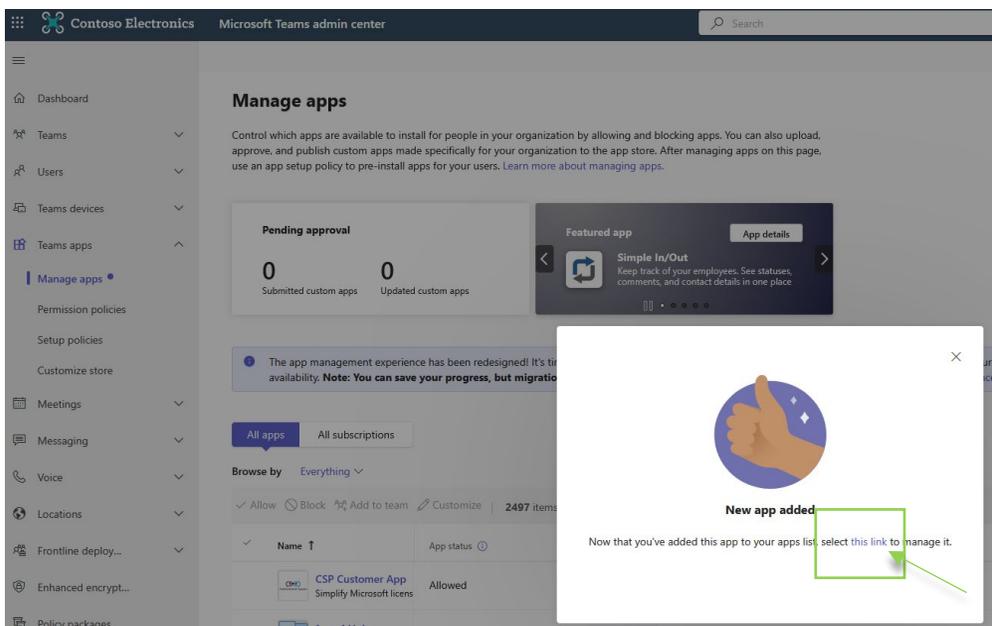
1. Download the Teams Fax App manifest package zip file from the Service Provider.
Make note of the file location you save this zip file to for future reference in step 4 below.
Contact your Service Provider Implementation Project Manager for access to the zip file, as needed.
2. Log into your TAC and navigate to **Teams Apps > Manage Apps**
- or navigate to the section directly here: <https://admin.teams.microsoft.com/policies/manage-apps>
3. Click on **Actions > Upload New App**.



4. Click on **Upload** and navigate to the file location of the **Fax Prod Zip** file you just downloaded.
5. Select the **File Prod Zip** file and click **Open**.



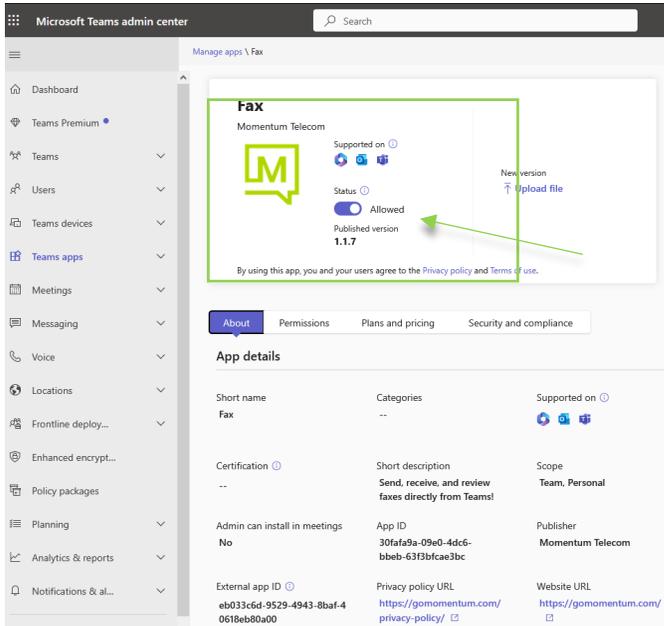
6. TAC displays a **New app added** success message once the upload is completed.



7. Click on *select this link* within the success pop-up dialog to manage the app.



8. Ensure the app is not blocked by any Permissions and the Status is set to **Allowed**.



Alternative Action: The Teams Global Admin may also choose to push the Teams Fax App automatically to their end-users' desktop client via an App policy in their TAC if they know how to perform these steps. *This alternative action is outside the scope of Service Provider support or assistance.*

The Teams Fax Enterprise App installation setup in your Teams Tenant is now complete.

Once the Fax app displays in the Apps section on the client side, the Fax Application can be selected for install by your licensed Teams client end users (those who are provisioned for Teams Fax services). *The Fax Application will not work for any end users (or in Teams groups) that do not have the Teams Fax services license assigned for their use.*



Important Note:

- **The duration of Microsoft's sync process is not within the Service Provider's control.** After Adding the Teams Fax Application to the Team Admin Center (TAC), it may take some time for the Fax App tile to display in the client side App Store under **Built for your Org** until Microsoft sync processes are completed.

Reference the Teams User: Teams Fax App Quick Reference Guide for additional Teams Fax end-user setup information.

