

Call2Teams Assign to a User

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Once you have configured your PBX or Trunk and your connection to Teams, you can assign the service to a user in Teams.

The user must be assigned the Phone System service to be picked up by Call2Teams.

If you are connecting a user to an existing PBX system, you will need authentication information for the user on the PBX system.

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It is recommended to run a Sync using the **Sync Now** button to pull across an updated list of users from Teams.

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1. Log into your Call2Teams Admin Portal at <https://admin.call2teams.com>
 2. Select the **Users** heading
 3. Select Add User
 4. Select the User from the dropdown
 5. Select the Trunk/PBX to connect the user to
 6. For PBX, enter the authentication information for the user
 7. For Trunks, select the number from the Trunk
 8. Press **Add**
 9. Once you have all users configured, press **Sync Now** to apply the changes to Teams