



Install the AT&T Office@Hand for Teams
2.0 from the Microsoft Teams Admin Center

Admin Guide



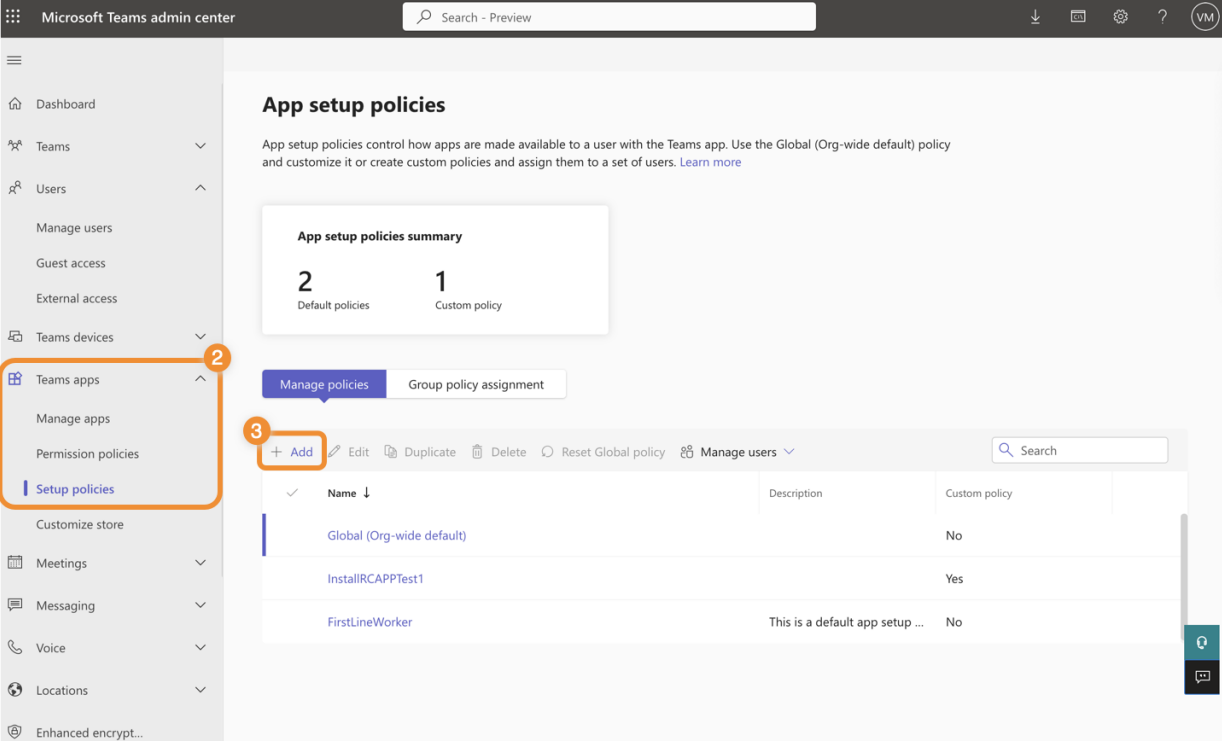
Administrators can remotely install the embedded AT&T Office@Hand app for Microsoft Teams to users in their organization using the [Microsoft Teams Admin Center](#). The embedded app will be installed on the user's desktop and web versions of the Teams app.

Requirements

As part of Step 2 mentioned in the [AT&T Office@Hand for Teams Admin Guide](#), if your account has more than 15,000 users, you'll be directed to the Microsoft Teams admin center from the AT&T Office@Hand Admin Portal to complete the installation. Then, you can proceed to Step 3 after the installation completes.

Installing the embedded app

1. Go to the [Microsoft Teams admin center](#) and sign in.
Note: Ensure you have the following administrator permissions to manage the policies required for installation: *Global Administrator* or *Privileged roles administrator* + *Teams administrator*.
To learn more about the policies and permissions required, please refer to the [Microsoft Teams permission documentation](#).
2. From the left menu, go to **Teams apps > Setup policies**.
3. Click **Add** to create a new policy.



The screenshot displays the Microsoft Teams Admin Center interface. The left-hand navigation pane shows the 'Setup policies' option under the 'Teams apps' section, which is highlighted with an orange box and a '2' callout. The main content area is titled 'App setup policies' and includes a summary showing 2 default policies and 1 custom policy. Below the summary, there are two tabs: 'Manage policies' (selected) and 'Group policy assignment'. Under the 'Manage policies' tab, there is an '+ Add' button highlighted with an orange box and a '3' callout. Below the button is a table listing existing policies.

Name	Description	Custom policy
Global (Org-wide default)		No
InstallRCAPPTest1		Yes
FirstLineWorker	This is a default app setup ...	No

4. Enter a policy name and description, then click **Add apps**.

RingCentral app policy

Add a description so you know why it was created

Upload custom apps ⓘ On

User pinning ⓘ On

Installed apps

Choose which apps and messaging extensions you want installed in your users' personal Teams environment and in meetings they available apps from the Teams app store. [Learn more](#)

Add apps that you want to install.

Add apps

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5. Search for **AT&T Office@Hand**, then click **Add**.
Note: You can move the app to the **Pinned app** bar so users in your organization can find the AT&T Office@Hand embedded app easily within their Teams desktop, web, and mobile apps (optional).
6. Click the **Save** button to create your new policy.

The screenshot displays the Microsoft Teams app management interface. At the top, there is a header with '+ Add apps', 'Remove', and '1 item'. Below this is a table with the following data:

✓	Name	App ID	Publisher
	RingCentral	2f285d77-896a-4c5f-901e-0902316003b5	RingCentral, Inc.

Below the table is a section titled 'Pinned apps' with the text: 'Pinned apps are installed for people assigned to this policy. Select apps to pin to the app bar, messaging extensions, and meeting extensions; they will then appear. [Learn more](#)'.

Under 'Pinned apps', there is a header with '+ Add apps', 'Move up', 'Move down', 'Remove', and '6 items'. Below this is a table with the following data:

✓	App bar ⓘ	✓	Messaging extensions ⓘ
1	RingCentral =	No pinned apps	
2	Chat =		
3	Shifts =		
4	Teams =		
5	Activity =		

At the bottom of the interface, there is a 'Save' button (highlighted with a red box and a '6' callout) and a 'Cancel' button.

7. In the left menu, go to **Teams Apps > Setup policies**.
8. Click the policy you created, then select **Manage users**.
9. Type in the user or group name, then click it in the dropdown to add to the policy. Repeat as needed for all users and groups you want included in the policy for the embedded app.
10. Click **Apply**.

The image shows two side-by-side screenshots from the Microsoft Teams Admin Center. The left screenshot is titled "App setup policies" and shows a summary of 2 default and 2 custom policies. A table lists the policies, with "RingCentral app policy" highlighted. The right screenshot is titled "Manage users" and shows a search for "alex" resulting in a user "Alex Wilber" associated with the "InstallRCAPPTest1" policy. An "Apply" button is visible at the bottom.

App setup policies

App setup policies control how apps are made available to a user with the Teams app. Use the Global (Org-wide default) policy and customize it or create custom policies and assign them to a set of users. [Learn more](#)

App setup policies summary

2 Default policies 2 Custom policies

Manage policies Group policy assignment

+ Add Edit Duplicate Delete Reset Global policy Manage users

Name ↑	Description	Custom policy
Global (Org-wide default)		No
FirstLineWorker	This is a default app setup ...	No
InstallRCAPPTest1		Yes
RingCentral app policy		Yes

Manage users

RingCentral app policy

alex

Alex Wilber
InstallRCAPPTest1

To add users, search by their display or username.

Apply Cancel

Once you set up the policy, users in your organization will see AT&T Office@Hand embedded app installed in their Teams app.