

How to Install Teams Connect

Objectives

- [Prerequisites](#)
- [Install the Addon by the admin](#)
- [Install the Addon By the user](#)

Steps

This Add-On is installed per Organization in Microsoft Teams Web or Desktop application.

LEXZUR Add-On in **Microsoft Teams** facilitates the collaboration, conversations, and video meetings between related contacts to a matter, litigation case, contract, and hearing in Lexzur core. It permits also an archive of any conversation and files shared in Microsoft Teams to the Lexzur database.



Prerequisites

- Microsoft Teams supports adding external users outside of the organization as guests. You must check whether this feature is enabled or not from the Microsoft Teams admin center. **It is mandatory to enable this feature to have permission to add contacts from Lexzur to the organization as Guests.** To enable it, please follow the steps below:
 1. Sign in to the [Microsoft Teams admin center](#).
 2. Select **Org-wide settings > Guest access**.
 3. Set **Allow guest access in Microsoft Teams** to **On**.

blocked URL



Changes may need 24 hours to take effect.

How to install the Add-On on Behalf of the User?

As a Teams admin, you can Install apps on behalf of users. You choose which apps are installed by default for users when they start Teams. Keep in mind that users can still install apps themselves if the [app permission policy](#) that's assigned to them allows it. You can use the default policy to install the LEXZUR app for your organization's users:

1. In the left navigation of the Microsoft Teams admin center, go to **Teams apps > Setup policies**.
2. Click on **Org-wide default** policy.
3. Under **Installed apps**, select **Add apps**.
4. In the **Add installed** apps pane, search for the apps you want to automatically install for users when they start Teams. You can also filter apps by app permission policy. When you've chosen your list of apps, select **Add**.

Add app setup policy

Description

Upload custom apps ⓘ

Off

Allow user pinning

On

Installed apps

Choose which apps you want installed for your users. They can still install other apps that they want by setting up those apps in permission policies.

Add apps that you want to install.

Add apps

Pinned apps

Choose the order that apps are pinned in the Teams app navigation bar.

+ Add apps ↑ Move up ↓ Move down ✕ Remove | 4 items



Name

App ID

Publisher

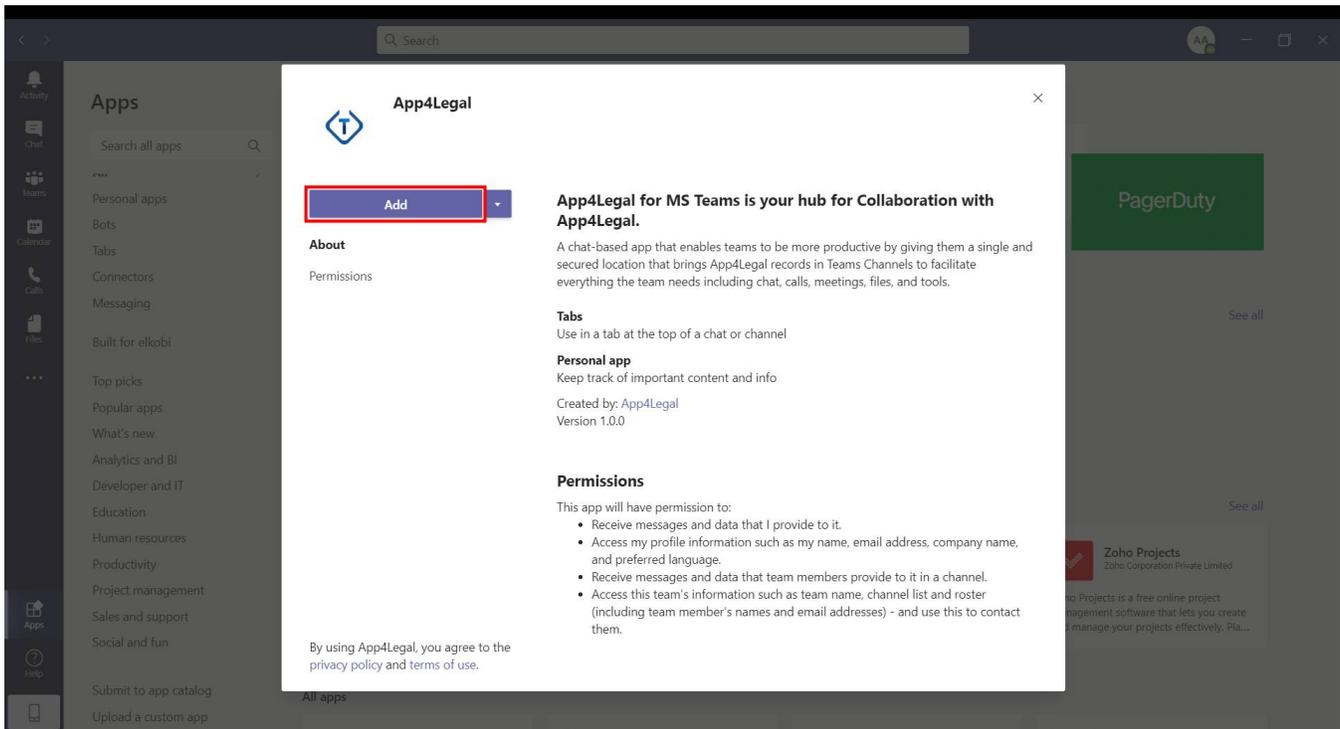


It may take a few hours for the app to be installed. For more info, please check the [Microsoft official document](#).

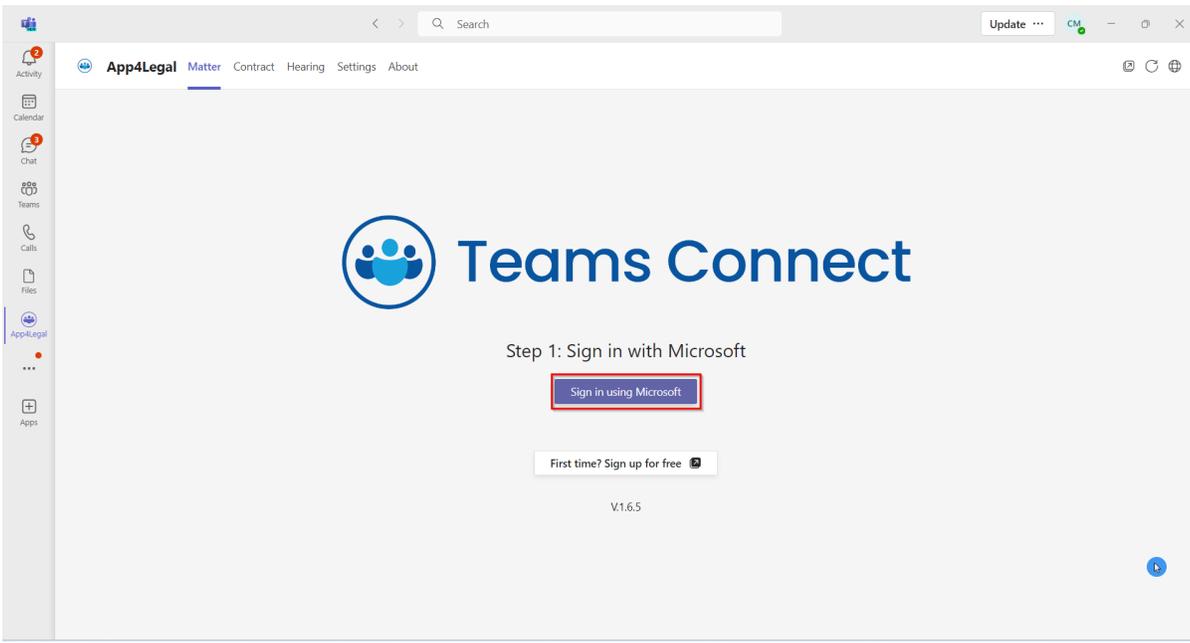
How to install the Add-On by users?

As a user, you can install the app manually if the above steps do not succeed and the app does not appear in your applications panel.

Within Microsoft Teams, navigate to the left column and select the **Apps** button. Next, search for **App4Legal**. Click on the app, and **Add** it.



After successfully adding it, you can now access the App4Legal app directly within Teams. Begin by signing in with your Microsoft credentials.



Pick an account

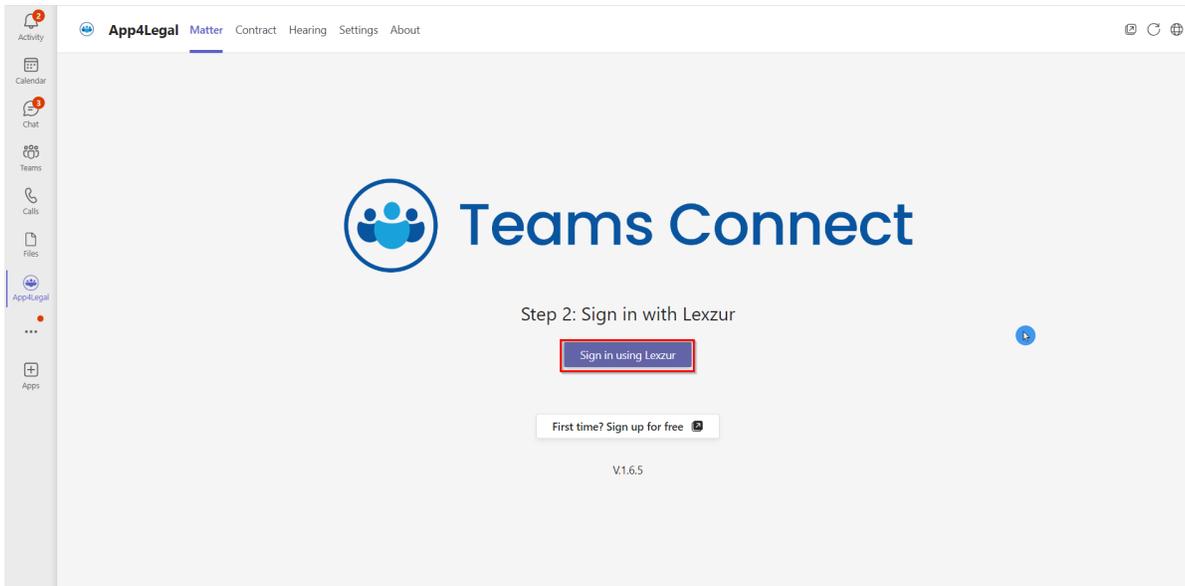


Caroline Mrawed
caroline.moraod@app4legal.com
Connected to Windows

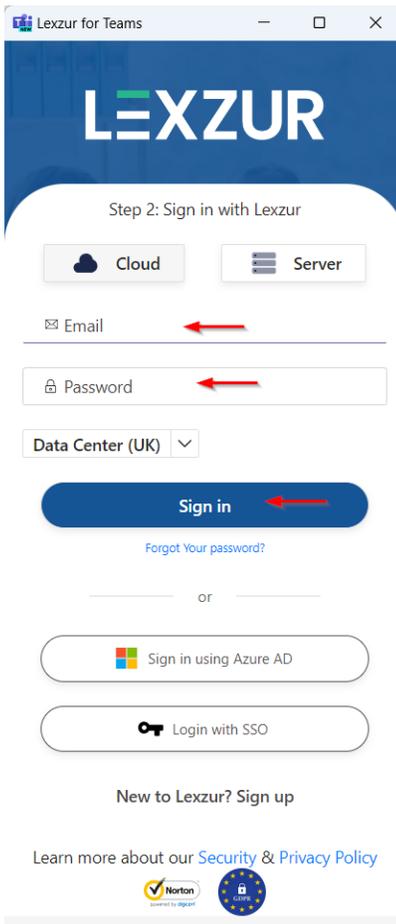


Use another account

Then sign in with Lexzur:



Use your Lexzur credentials for logging in. Additionally, you have the option to log in using Azure AD or Single Sign-On (SSO).



- [Microsoft authorization](#)

The first step, Microsoft authentication will be done automatically using the logged-in account in Microsoft Teams. **PLEASE MAKE SURE TO ACCEPT ANY PERMISSIONS NEEDED TO AVOID ADD-ON MALFUNCTION, ONLY ORGANIZATION ADMINSTRATOR CAN ACCEPT THESE PERMISSIONS.** The add-on uses lots of permissions in order to achieve its goals, these permissions include access and editing of the following objects: Team, Channel, User Extensions, Organization Extensions, ChannelMessages, ChannelMembers, and other permissions. It is a **must** to accept the permissions needed for a logic add-on functionality. Click **Accept** to grant the consent for the user and the application to have access to Microsoft resources.

Microsoft Teams

Search

MK

Sign in to your account - Google Chrome

login.microsoftonline.com/common/reprocess?ctx=rQIIAY2Tu28jVRTG7TjxpEQASFEGYI...

- Read all groups
- Add and remove members from teams
- Read and write all users' full profiles
- Read and write directory data
- Read and write organization information
- Read user channel messages
- Edit or delete items in all site collections
- Read the names and descriptions of teams
- Create teams
- Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel Accept

Terms of use Privacy & cookies

first to App4legal and Microsoft

First time? Sign up for free

Apps Help

Microsoft Teams

Search

Sign in to your account - Google Chrome

login.microsoftonline.com/common/reprocess?ctx=rQIIAY2Tu28jVRTG7TjxpEQASFEgyI...

Microsoft

Permissions requested

App4Legal for MS Teams
App4Legal DWC-LLC

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Read and write all groups
- ✓ Read all groups
- ✓ Add and remove members from teams and channels
- ✓ Read and write all users' full profiles
- ✓ Read and write directory data
- ✓ Read and write organization information
- ✓ Read your channel messages
- ✓ Edit or delete items in all site collections
- ✓ Read the names and descriptions of teams
- ✓ Create teams

First time? Sign up for free

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!