ON SIGHT

ONSIGHT HOW TO:

USING ONSIGHT CONNECT IN MICROSOFT TEAMS

Onsight Connect can be launched independently from your Windows computer or launched with Microsoft Teams.

NOTE: You should have previously gone through the onboarding process of training and have an Onsight Connect account, and installed Onsight Connect on your device before going through the steps in this document.

Onsight Connect for Microsoft Teams is available to Onsight Enterprise users. To purchase Onsight, please contact us at **info@librestream.com**. If you are a current Onsight user and would like to upgrade to an Enterprise license, please contact your Librestream Account Manager.
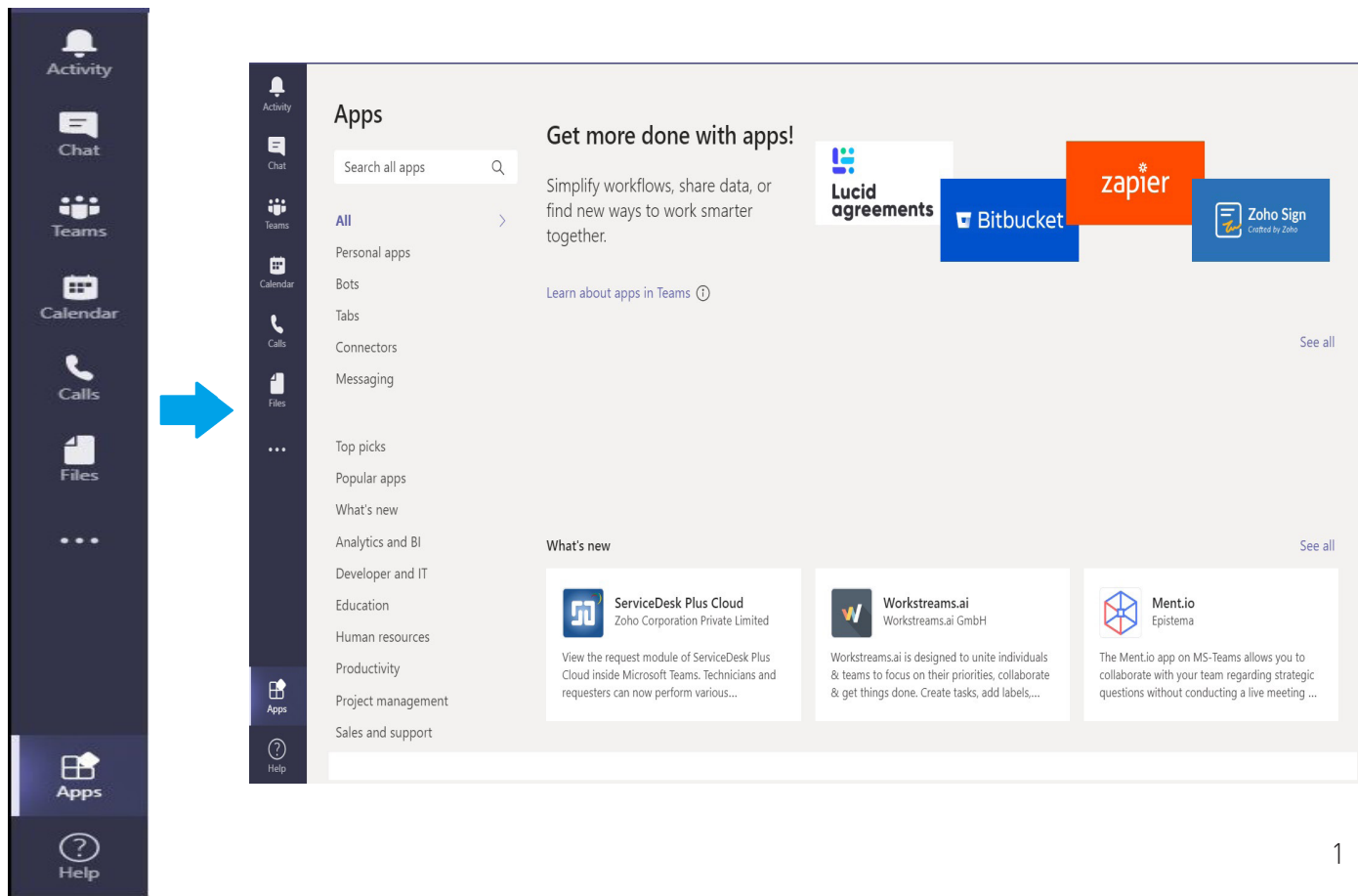
This document will refer to **Microsoft Teams** simply as **Teams**.

STEP 1 - START MICROSOFT TEAMS
Open and log in (if necessary) to Teams using your Microsoft credentials.

STEP 2 - NAVIGATE TO APPS
Once Teams is open, click **Apps** located at the bottom-left of Teams then enter *Onsight Connect* in the **Search** box.

STEP 3 - INSTALLING THE ONSIGHT CONNECT TEAMS APP

Click the **Onsight Connect icon** app, and then click **Add**.

Once the Onsight Connect app is installed, a welcome message will appear on the screen.

Right click on the Onsight Connect Icon and select **Pin** to pin the app to the **Dashboard**. This will make it easier to locate Onsight Connect.

STEP 4 - FIRST TIME LOGIN

Click **Call Contacts** followed by **Call Contacts** from the welcome screen.

Onsight Connect 14:28

Welcome to Onsight Connect. You will get notifications from me when an Onsight user wants to call you. You can make Onsight Calls in a conversation or in the Call Contacts tab. I am a notification-only bot and will not be able to reply to your messages.

Call Contacts

ON SIGHT

Welcome to Onsight Connect for Microsoft Teams!

This extension will help you make calls using Onsight Connect

- Receive notifications when someone wants to call you
- Add the extension to a Chat Group to get prepopulated Onsight contacts
- Invite a guest to call you through Onsight Connect

Call Contacts

Click **Continue**.

Onsight Connect
Select contacts

Select contacts then press 'Start Call' or press 'Invite a Guest'. Login if prompted.

Continue

Enter your Onsight Connect **Username** and **Password** and then click **Test Connection** to connect Teams to Onsight.

Onsight Connect
Please configure your access first

Test your access to Onsight Connect

Enter your Onsight Connect username and password. Press 'Test Connection' to confirm your access.

toby@librestream.com

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Available to Onsight enterprise users. To purchase Onsight, please contact us at info@librestream.com

If you are a current Onsight user and would like to upgrade to an enterprise licence, please contact your Librestream account manager.

Test Connection

Librestream's Privacy Policy

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STEP 4 - FIRST TIME LOGIN (CONTINUED)

Now Teams and Onsight are connected, click **Test Connection to Onsight Connect** to open and log in to Onsight Connect.
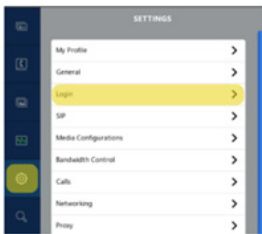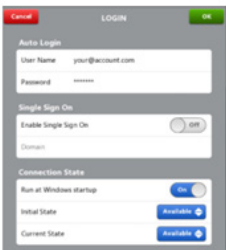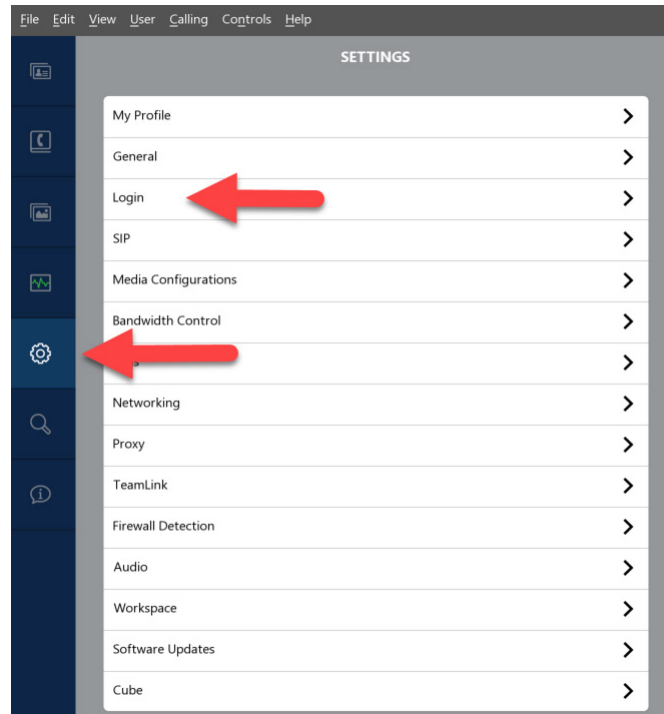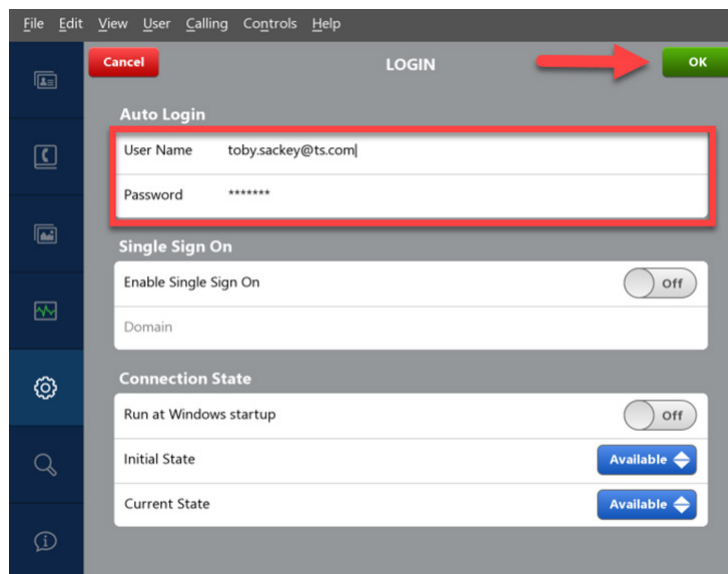
STEP 4 - FIRST TIME LOGIN (CONTINUED)

To enable auto login for Onsight Connect, click on **Settings** on the Dashboard followed by **Login**.

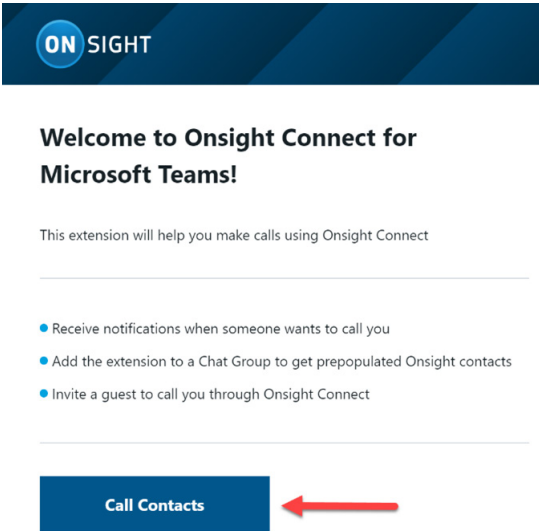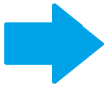Make sure your **Username** and **Password** are entered and then click **OK**.
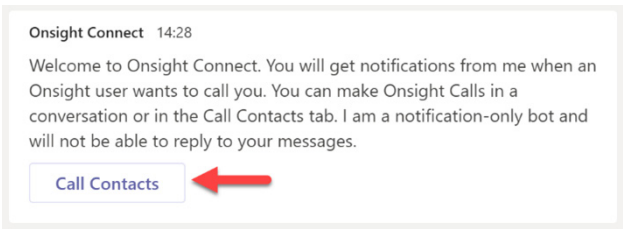
STEP 5 - STARTING AN ONSIGHT CALL

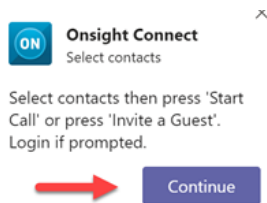Navigate back to the Microsoft Teams and click on the Onsight Connect Icon.

Click **Call Contacts** and then click the **Call Contacts** button at the bottom.
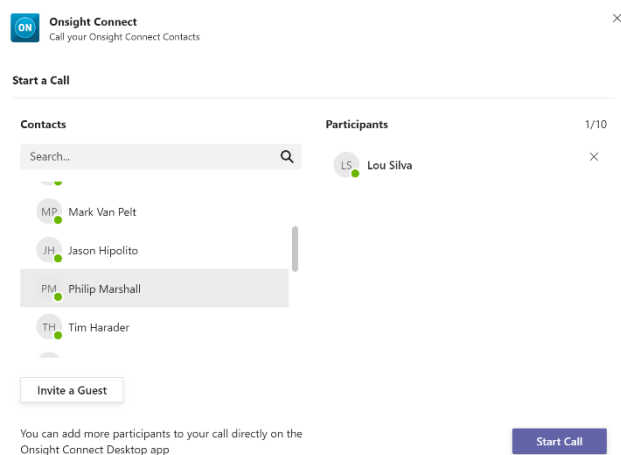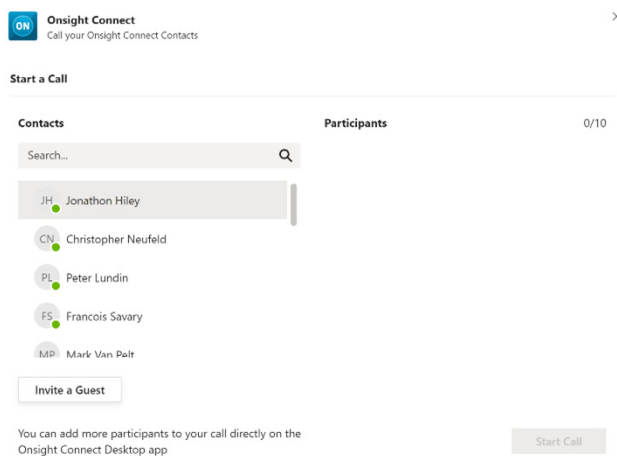
STEP 5 - STARTING AN ONSIGHT CALL (CONTINUED)

Click **Continue**.

Click to select a Contact then press **Start Call** or press **Invite a Guest** to invite a guest. Login if prompted

Click **Start Call** to launch Onsight Connect. Once logged in, Onsight Connect will automatically call the Contact your selected.

ON SIGHT

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FOR SUPPORT:
http://librestream.com/onsight-support/

JUST-IN-TIME TRAINING MATERIALS:
http://librestream.com/training-deployment-adoption-materials/

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