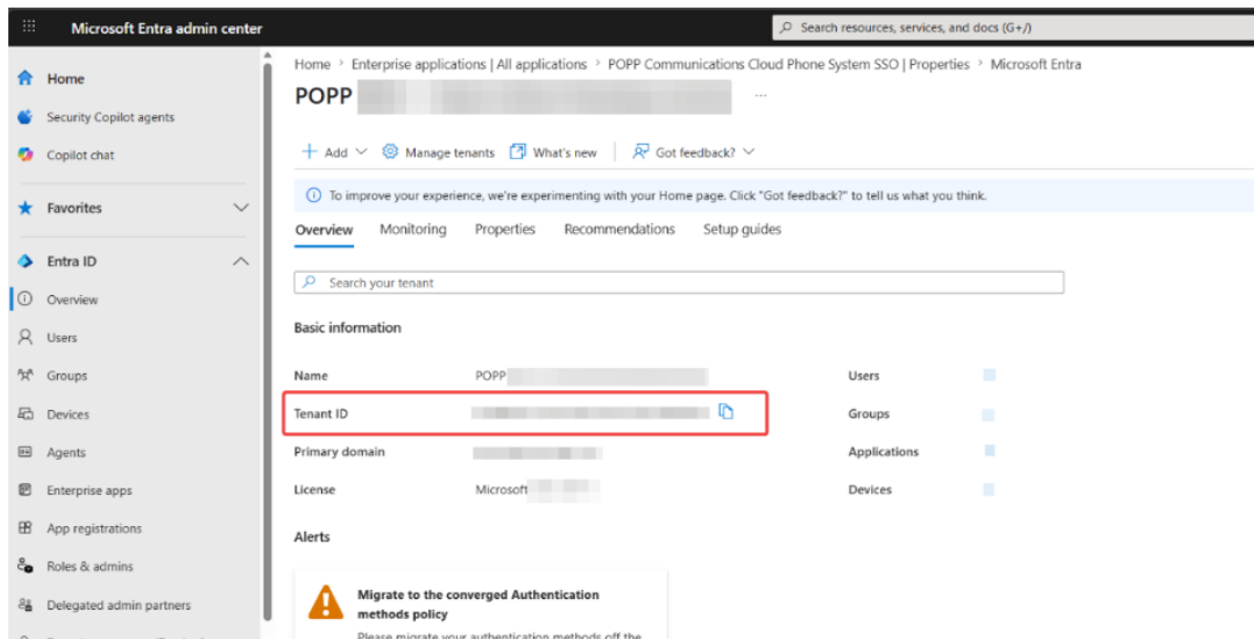


This guide will assist with setting up the option to sign in to the POPP Cloud Phone System using Microsoft Single Sign-On (SSO). You can use the SSO option to sign in to the User/Admin Portal, MaxUC Mobile, and MaxUC Desktop.

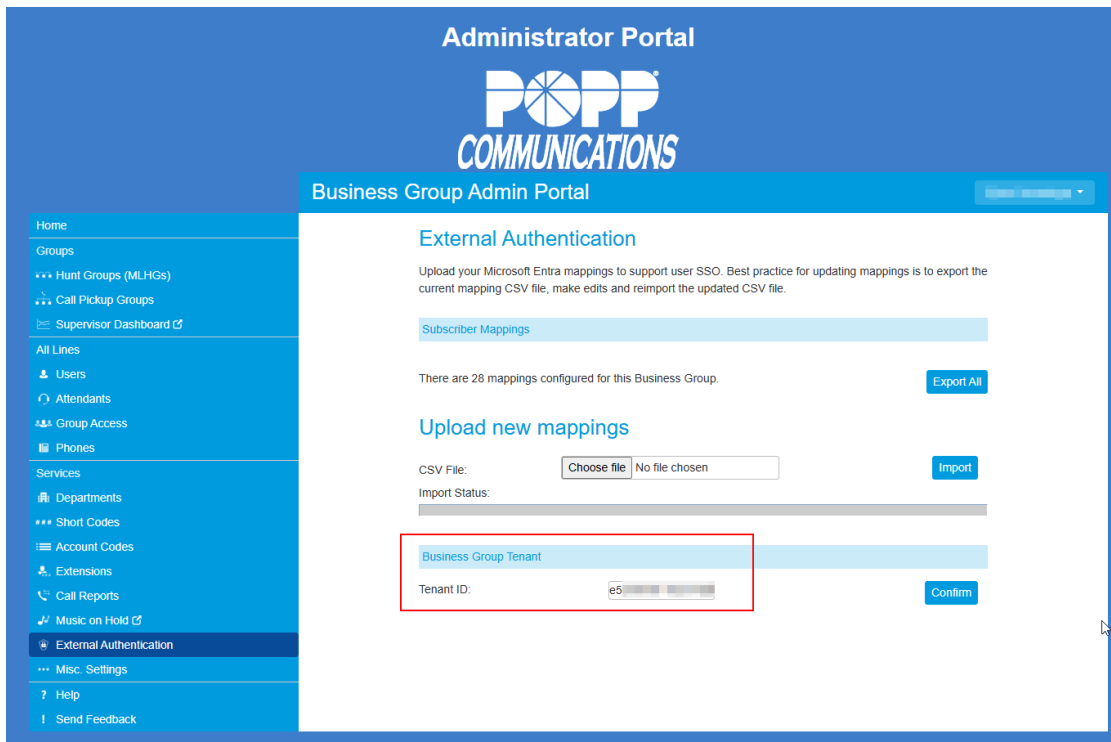
1. Requirements and Information Needed:

- You must have a Microsoft Entra tenant and know the Tenant ID.
 - You can find the Tenant ID by going to the Azure Portal (<https://portal.azure.com>) and selecting **Home > Microsoft Entra ID > Overview**. The value appears in the **Tenant ID** field.
 - Copy this **Tenant ID** string. It will be needed in the next step.
- You will need to know your users' **email addresses** and **phone numbers** to link each user's phone number to their Microsoft Entra account.
- You will need administrator access to the Microsoft Entra tenant in order to approve the MaXUC and CommPortal applications for users.
- You will need your account login information for the POPP Phone System Admin Portal.



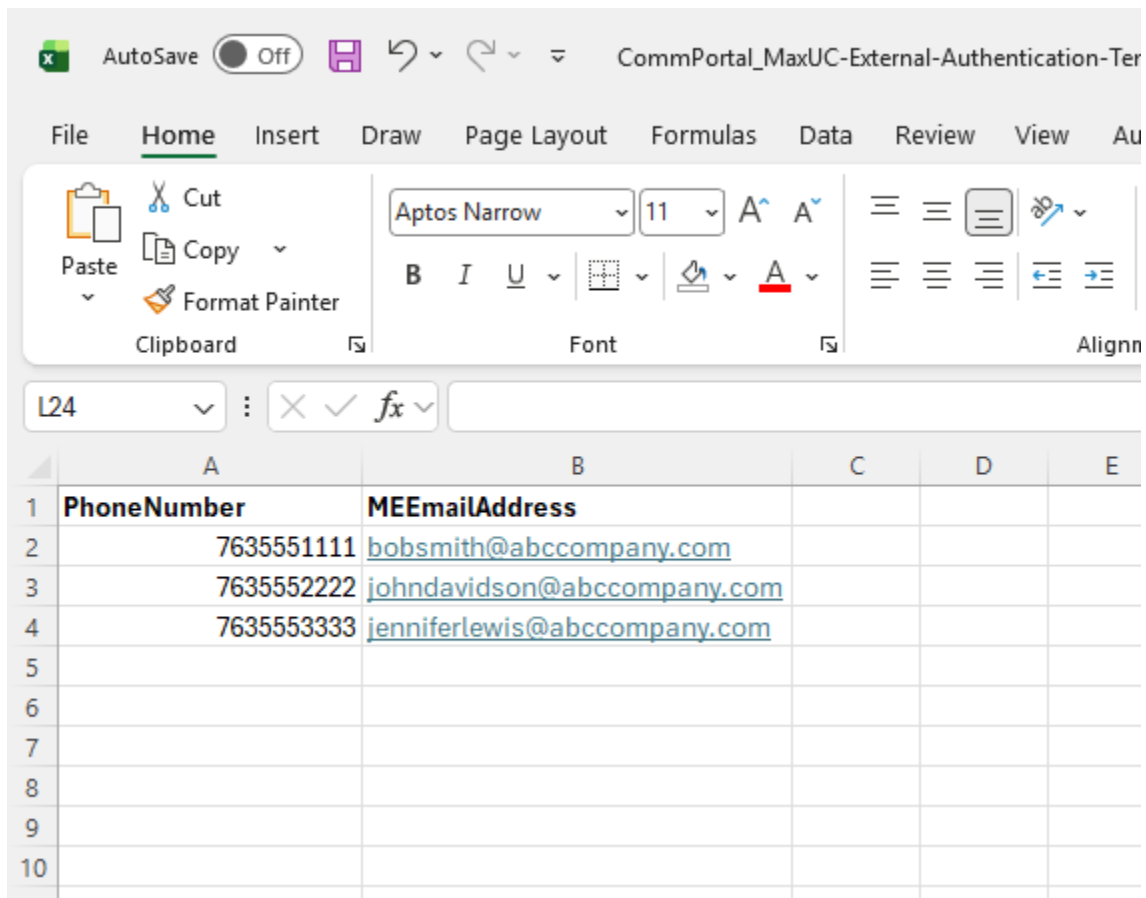
2. Associate the Microsoft Tenant Entra ID to the Phone System:

- Log in to the POPP Communications Hosted VoIP Phone System Admin Portal (<https://portal.popp.com/bg>)
- Select **External Authentication** from the left-hand sidebar menu to open the External Authentication screen.
- Enter the Microsoft Entra Tenant ID for the Business Group in the **Tenant ID** field.
- Click **Confirm**. You should receive an “Update successful” message. Click **OK** and continue to step 3.



3. Associate Phone Numbers with Email Addresses:

- The phone system will need to know which users are associated with each Microsoft Entra email account. This will be completed using an Excel CSV file.
- Log in to the POPP Communications Hosted VoIP Phone System Admin Portal (<https://portal.popp.com/bg>).
- Select **External Authentication** from the left-hand sidebar menu to open the External Authentication screen.
- Download the CSV file, update it with the Microsoft Entra mappings, and then upload it back into the system.
 - First time: Download the **Microsoft Single Sign-On External Authentication Template** from the POPP website. <https://popp.com/support/business-group-administrator-portal/>.
 - Complete the template, then **upload** it to the CommPortal site and select **Import**.
 - Ongoing updates to existing mappings: Click the **Export All** button and download the existing mappings in a CSV file.
 - Modify the file by adding new users and/or removing old users. **Save** the updated document. In the Admin Portal, select **Upload**, choose your updated template, and then select **Import**.



	A	B	C	D	E
1	PhoneNumber	MEEmailAddress			
2	7635551111	bobsmith@abccompany.com			
3	7635552222	johndavidson@abccompany.com			
4	7635553333	jenniferlewis@abccompany.com			
5					
6					
7					
8					
9					
10					

4. Accept the Application for User Access:

- Log in to CommPortal (<https://portal.popp.com>) using the **Sign in with Microsoft** option.
 - Use your Microsoft account with administrator permissions to approve the application.
 - You must complete the previous steps before this will work.
- Enter your credentials to authenticate your Microsoft account.
- You will be prompted to approve the application.
 - Select the **Consent on behalf of your organization** option to approve it for all users, and then click the **Accept** button.
- You should now be logged in to the CommPortal interface.
- Depending on your Entra Tenant settings, you may also be asked to separately approve MaXUC Mobile and MaXUC Desktop applications.
 - If you have users that will be using MaXUC, it is recommended that an administrator login first.
 - Again, if prompted to approve the application, check the box for **Consent on behalf of your organization**.

