



DIRECT ROUTING CONFIGURATION **MANUAL**

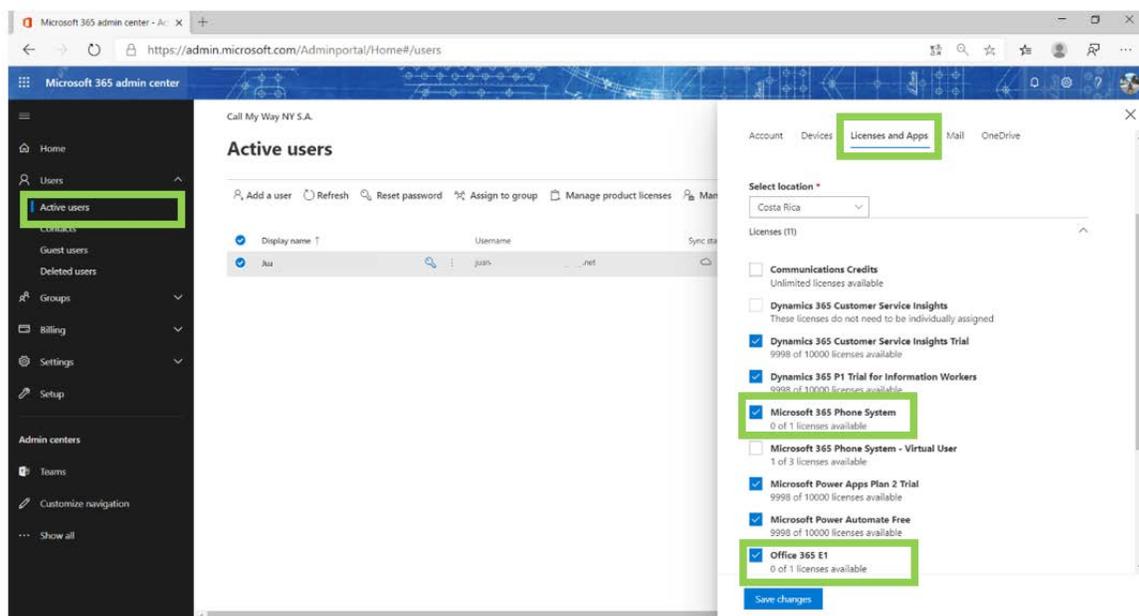
V 1.4

November 2021

Configuration in the Office 365 Administration Center

Enter the Microsoft Office 365 administration center, with a user who has the role "Global Administrator" or "Global Admin", through the following link: <https://admin.microsoft.com/>.

It is necessary to verify that the users for whom the service is to be enabled have the required license (s). In the menu on the left side, enter the option "Users" - "Active users" or "Users" - "Active users", press the name of the user to consult, select the tab "Licenses and Applications" or "Licenses and Apps", and verify that the user has the required license (s).

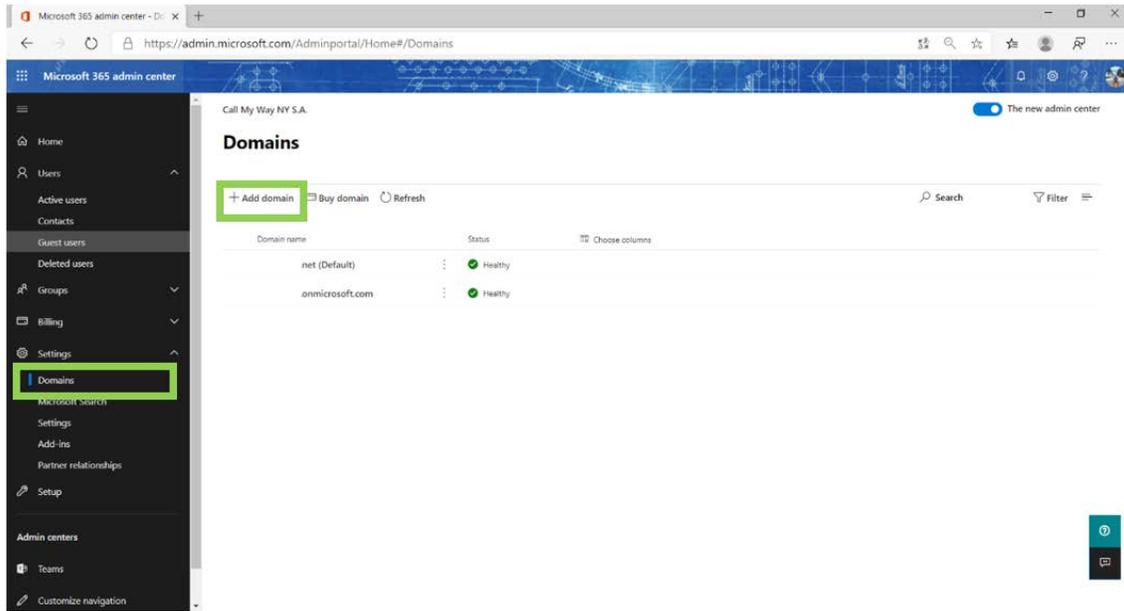


It is required to add the domains assigned by Call My Way. In the menu on the left side, enter "Settings" - "Domains" or "Settings" - "Domains", press the button "+ Add domain" or "+ Add domain" and follow the following steps:

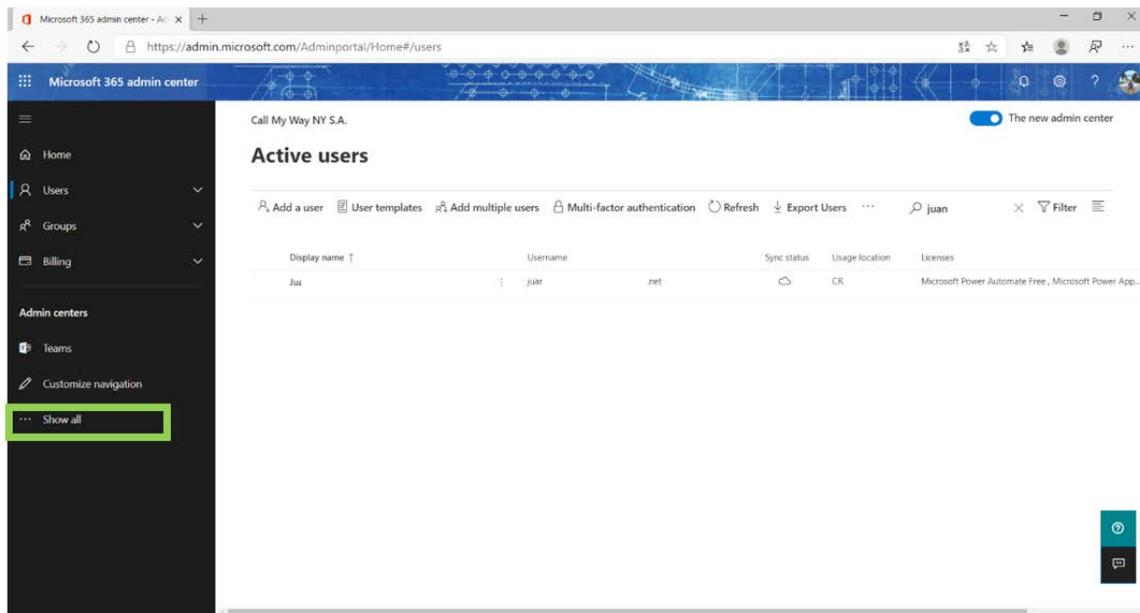
CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535



If you do not see the "Settings" or "Settings" option, click on the "Show all" or "Show all" option, which can be found at the bottom of the menu on the left side.

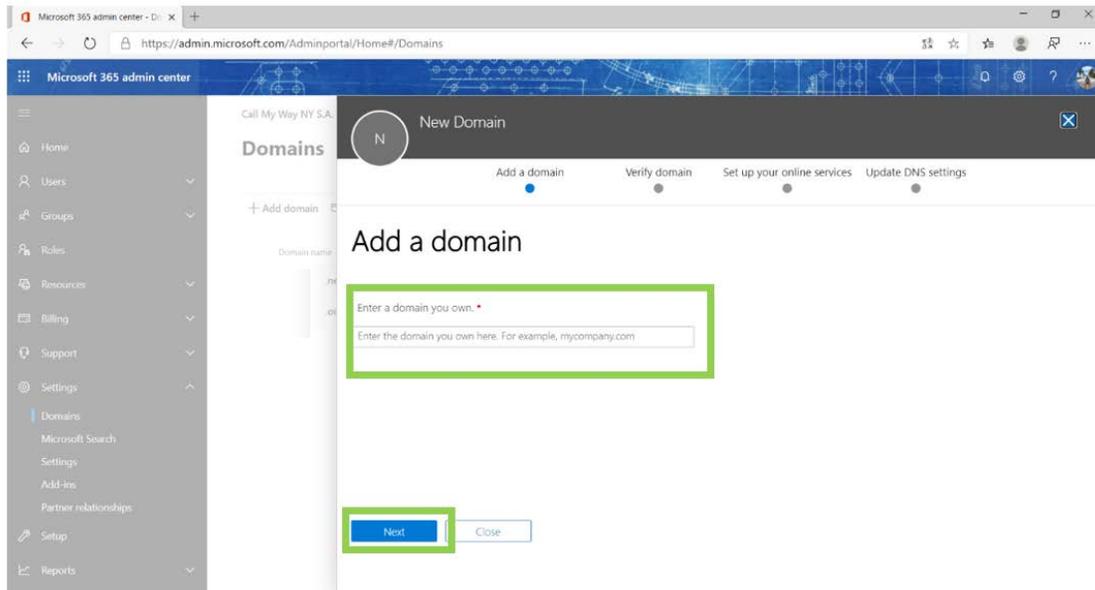


Type or copy the domain provided by Call My Way in the space shown, and press the "Next" or "Next" button.

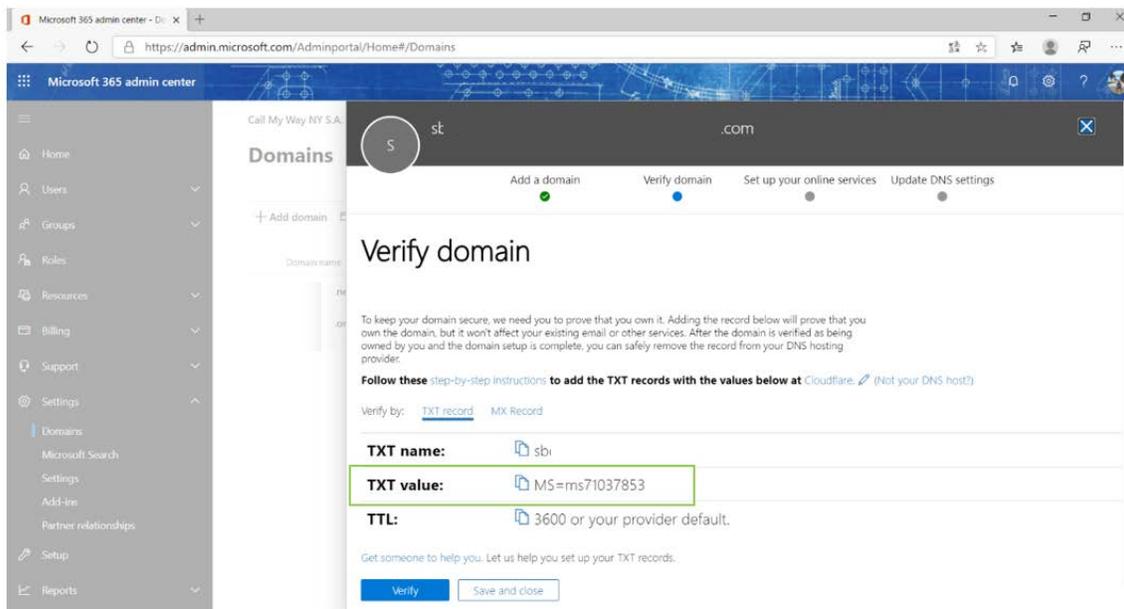
CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535



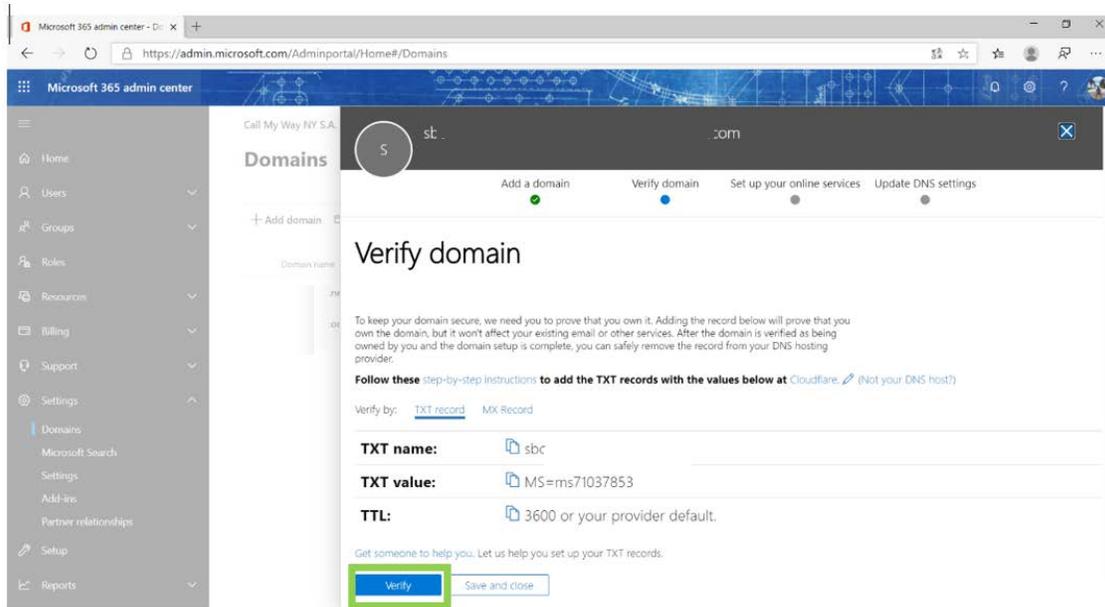
Send the Call My Way technical support department the value shown in the "TXT Value" or "TXT Value" field. To do this, you have the means indicated on the page.



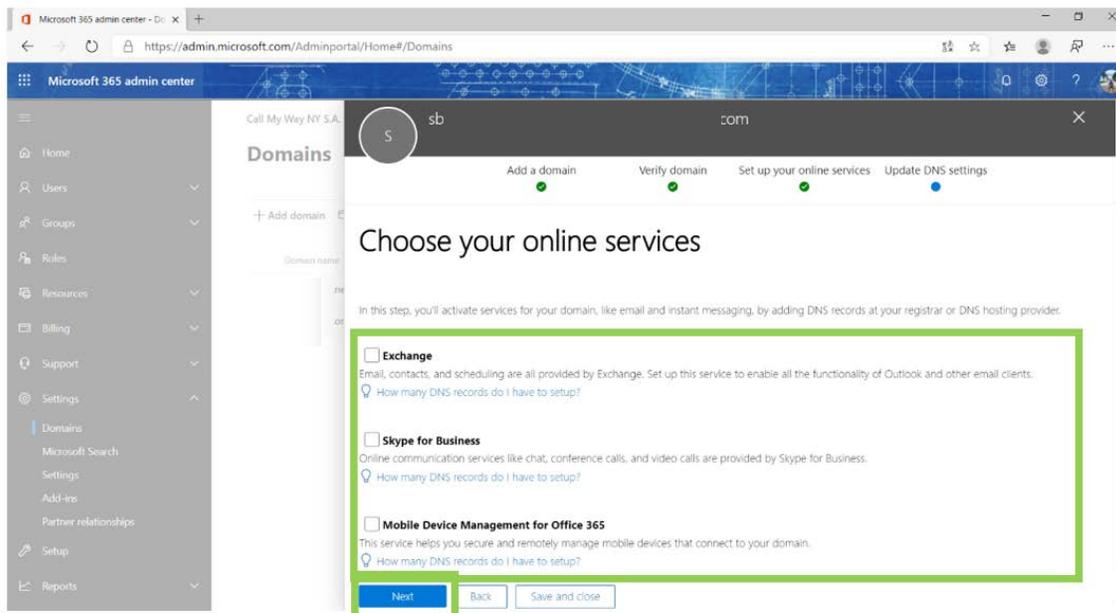
CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535



Deselect all options and press the "Next" or "Next" button.

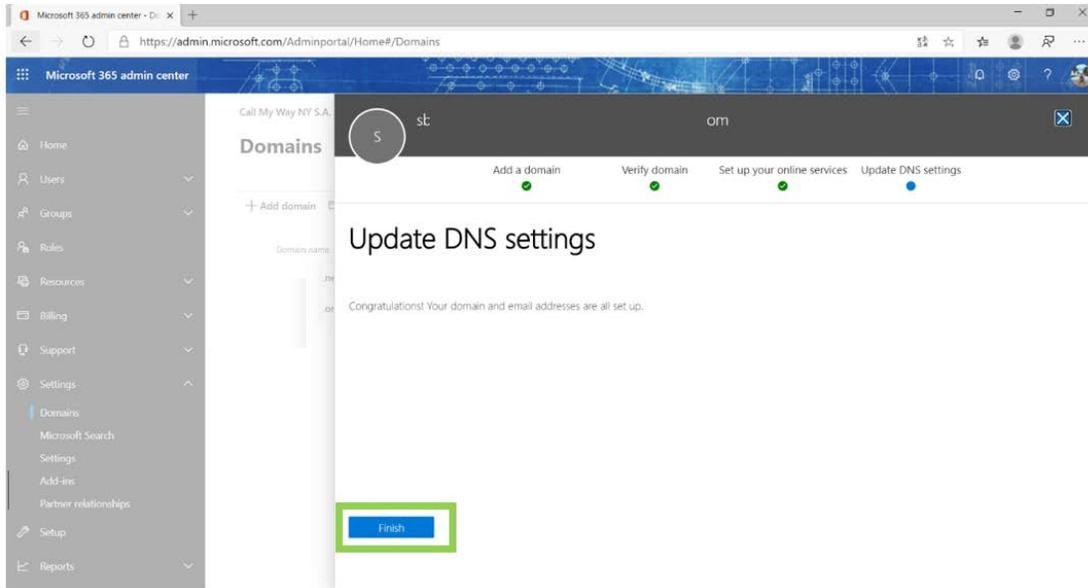


CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535

Press the "Finish" or "Finish" button.

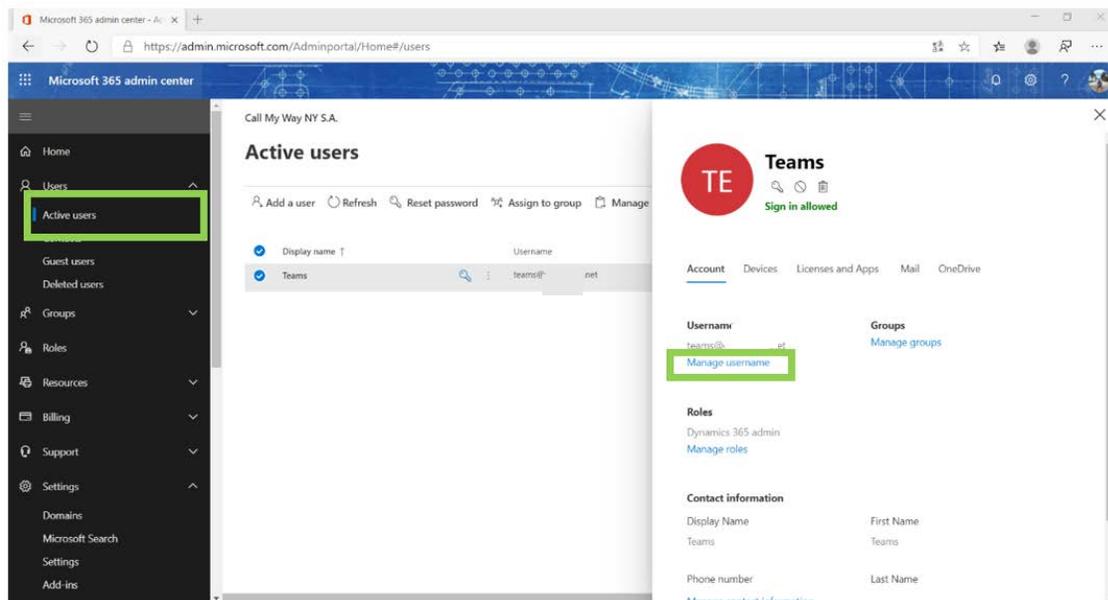


To activate the recently added domain, it is necessary to associate a user with it; Said user must have an Office 365 enterprise, business or other type license. For this purpose you can use an existing user or create a new one.

Use an existing user

In the menu on the left side, enter the option "Users" - "Active users" or "Users" - "Active users", press the name of the user to use and follow the following steps:

1. Click on the option "Manage username" or "Manage username".

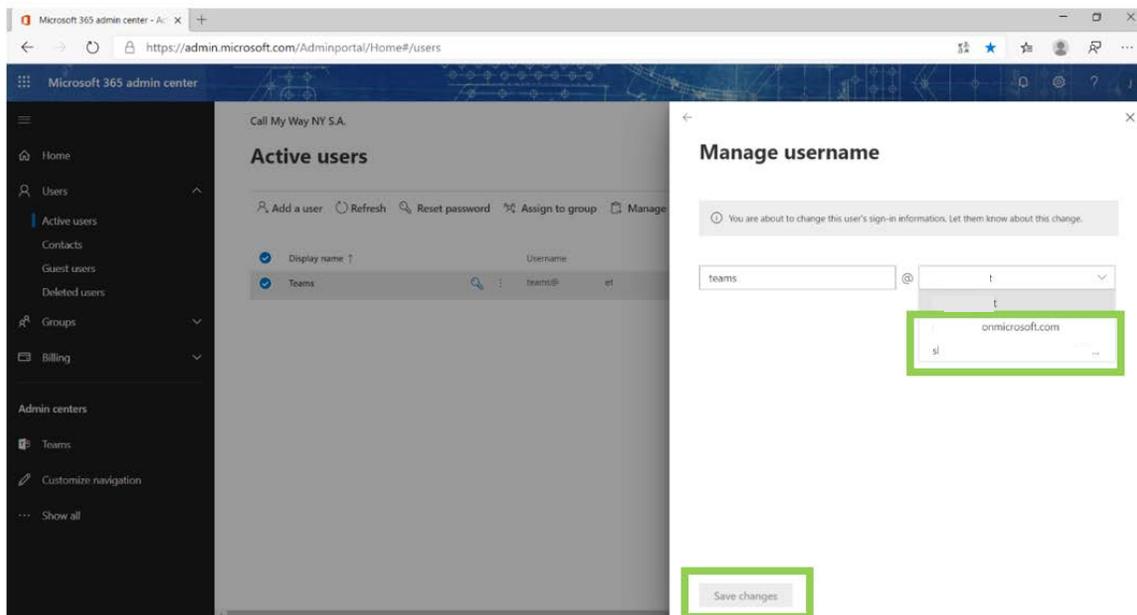


CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

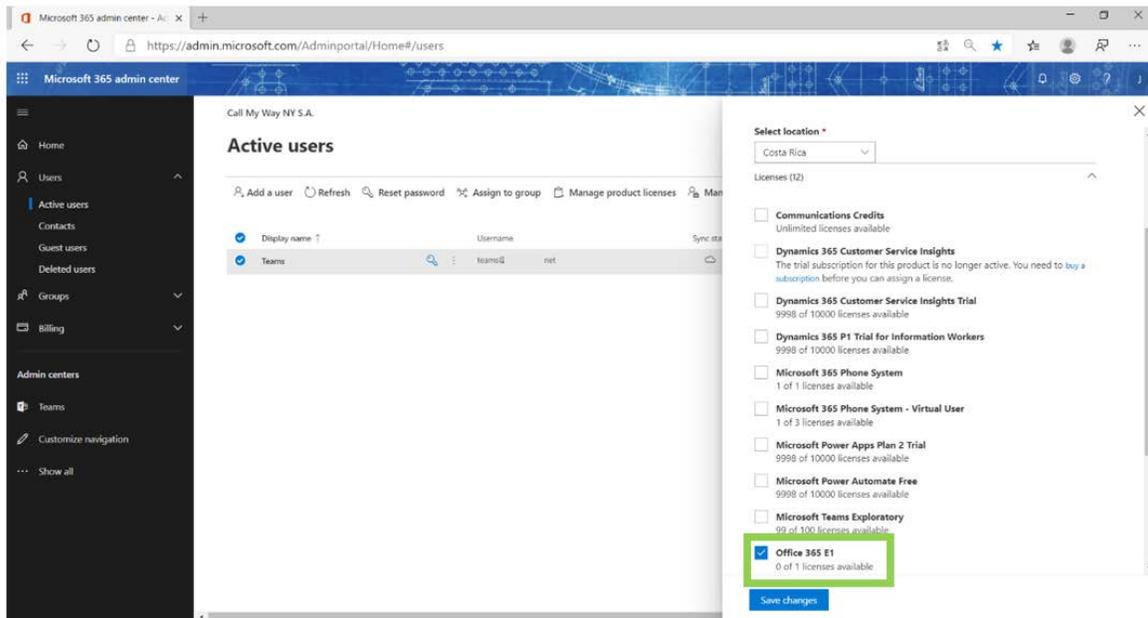
www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535

2. Select the newly created domain and press the "Save changes" or "Save changes" button.



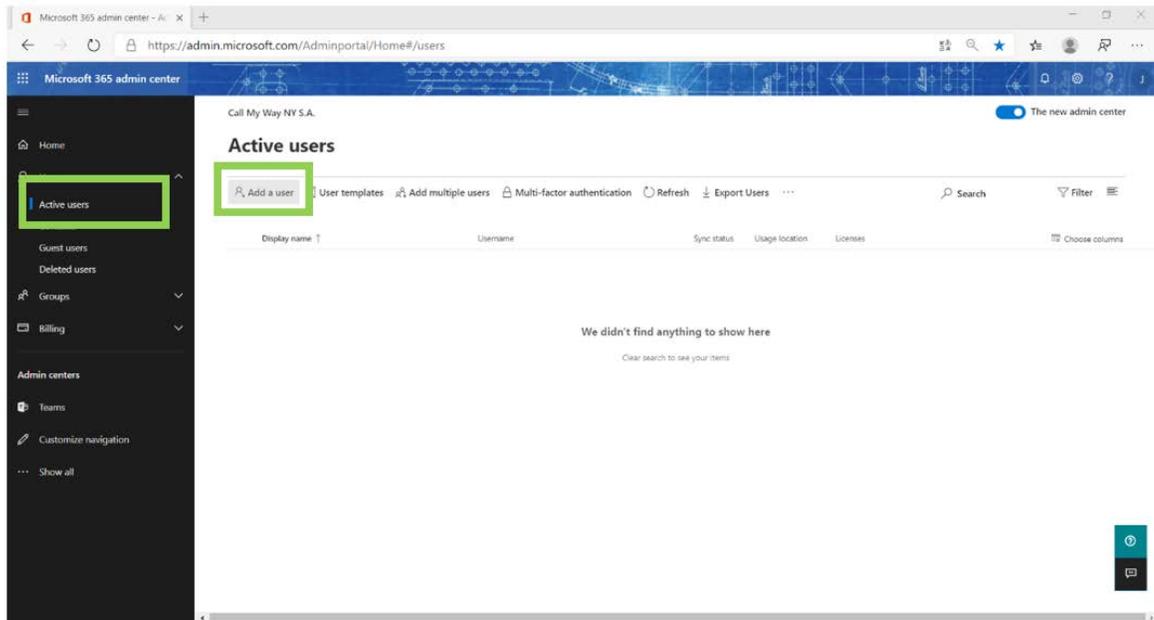
3. Go back to the previous interface, select the tab "Licenses and Applications" or "Licenses and Apps", and make sure that the user has an Office 365 license, be it enterprise, business or other type.



4. You must wait at least 15 minutes before continuing with the process.
- * * After the procedure is complete, you can restore the user settings.

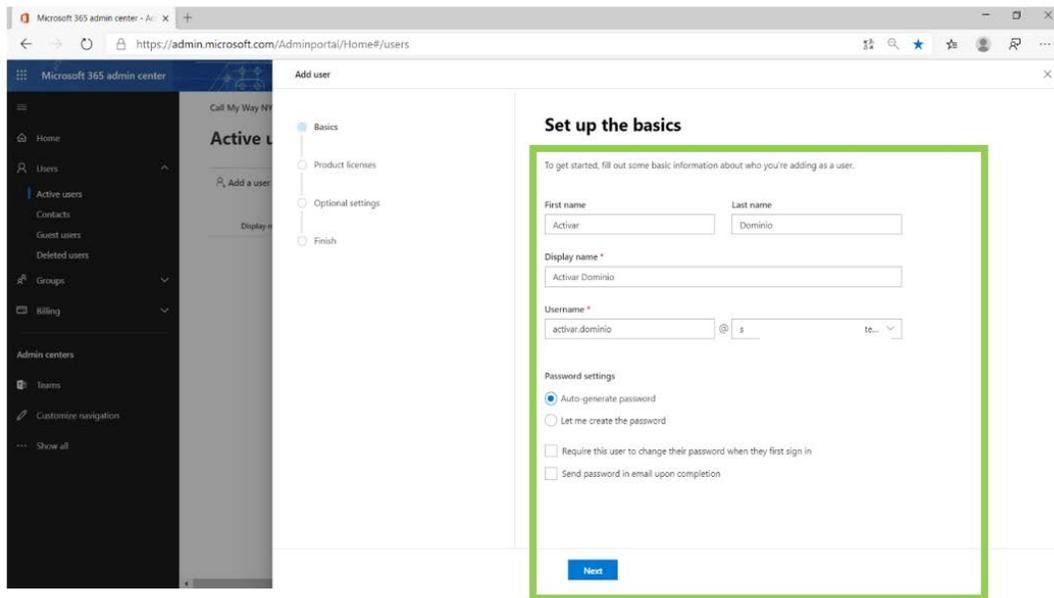
Create a new user

In the menu on the left side, enter the option "Users" or "Users", press the button "Add a user" or "Add a user" and follow the following steps:

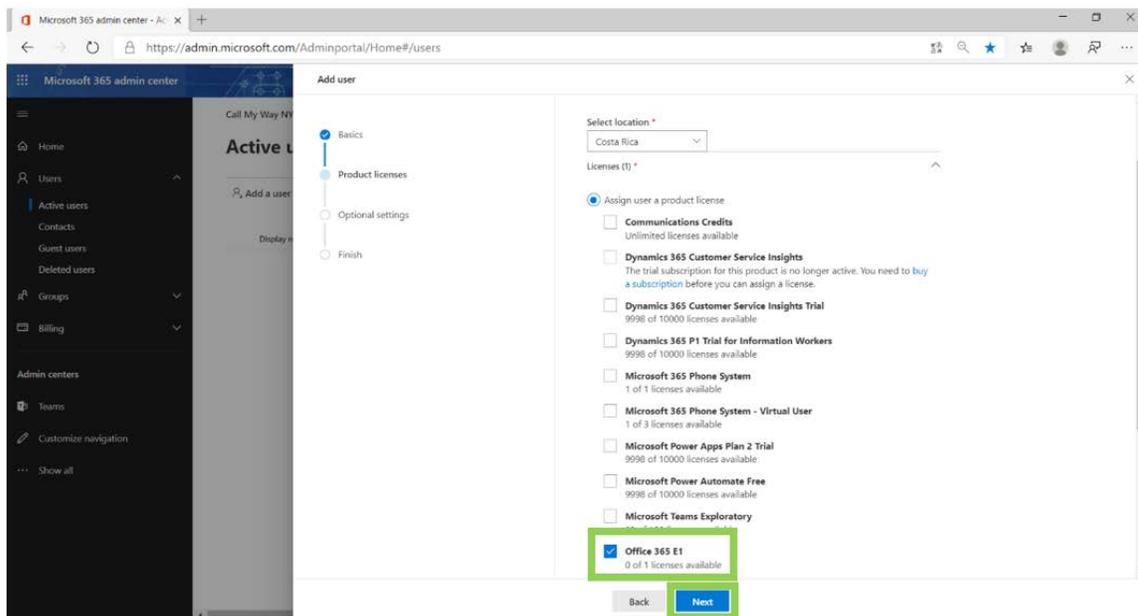


1. Fill in the information as follows and press the "Next" button.

- or First name: desired value
- or Display name: desired value
- or Username: desired value @ **"Recently added domain"**
- or Password settings: desired option Deselect all options
- or



2. Select an enterprise, business or other license, and press the “Next” or “Next” button.

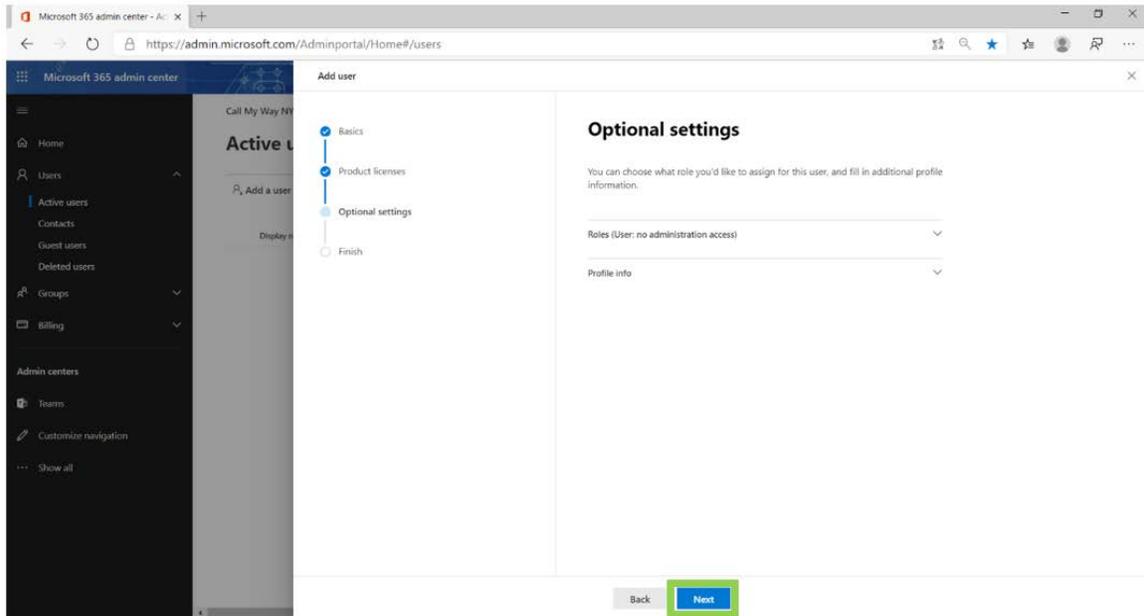


CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

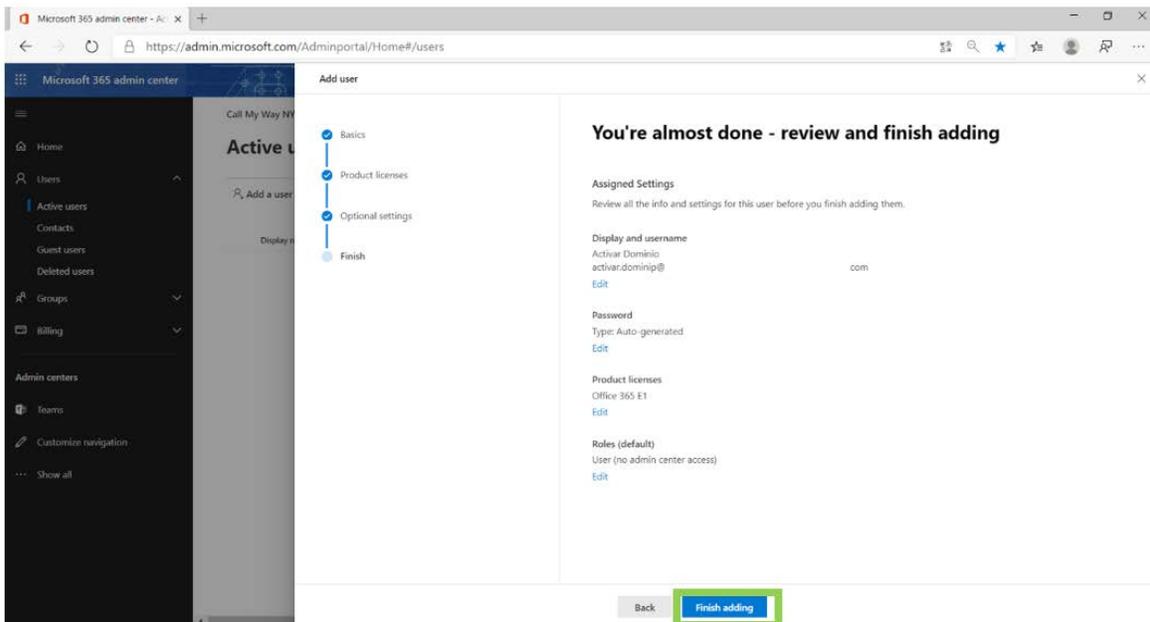
www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535

3. Press the "Next" or "Next" button.



4. Press the "Finish adding" or "Finish adding" button.



CallMyWay® and their logos are trademarks owned by CallMyWay NYSA All rights reserved.

www.callmyway.com | sales@callmyway.com

+ 506 4000-4000 | +5255 4170-8422 | +1 305 644 5535

You must wait at least 15 minutes before continuing with the process.

* * Once the procedure is complete you can delete the user.

Configuration in Windows PowerShell

- Unzip the RAR file that was sent to you via email and save the PS1 file to the root "C: \".
- Run the Windows PowerShell program as an administrator, and enter the following commands:
 - ✓ Set-ExecutionPolicy Unrestricted
* * It should only be run the first time the computer is going to be used for this purpose.
 - ✓ cd /.
 - ✓ . \ (filename_PS1) .ps1
- During the process, the system will request the authentication data of the user to use; said user must have at least the following roles:
 - ✓ "Teams communications administrator "or" Teams communications administrator "
 - ✓ "Teams service administrator "or" Teams service administrator "
 - ✓ "Skype for Business Administrator "or" Skype for Business admin "
- Once the execution of the script is finished, please share us the TXT file that you will find in the "Desktop", with the name Config_IMC_ (filename_PS1) .txt.