

FastOrg Enterprise Organizational Structure Address
Book Application
Operation manual

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2025.7.9

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1. FastOrg Admin Account application

1.1 Fill out the application form

Open the Link below and fill out the form.

<https://fastorg.cn/en#apply>

[Overview](#) [Features](#) [Customer Stories](#) [Free for the First Year](#) [Request a Trial](#) [FAQ](#)

Premier Org Structure & Directory Management Tool

One Step Away—Start Now

Your Name *

Phone Number *

Work E-mail *

Company Name *

Number of Employees *

--Please Select--

Request a Trial

By submitting your information, you agree to our [Privacy Policy](#)

1.2 Submit the form

After filling out the form, click "**Request a Trial**" to submit. After submitting, you'll see the message below. FastOrg admin account will be sent to you via Email within 24 hours.

[Overview](#) [Features](#) [Customer Stories](#) [Free for the First Year](#) [Request a Trial](#) [FAQ](#)

Premier Org Structure & Directory Management Tool

One Step Away—Start Now

Your Name *

Phone Number *

Work E-mail *

Company Name *

Number of Employees *

--Please Select--

Request a Trial

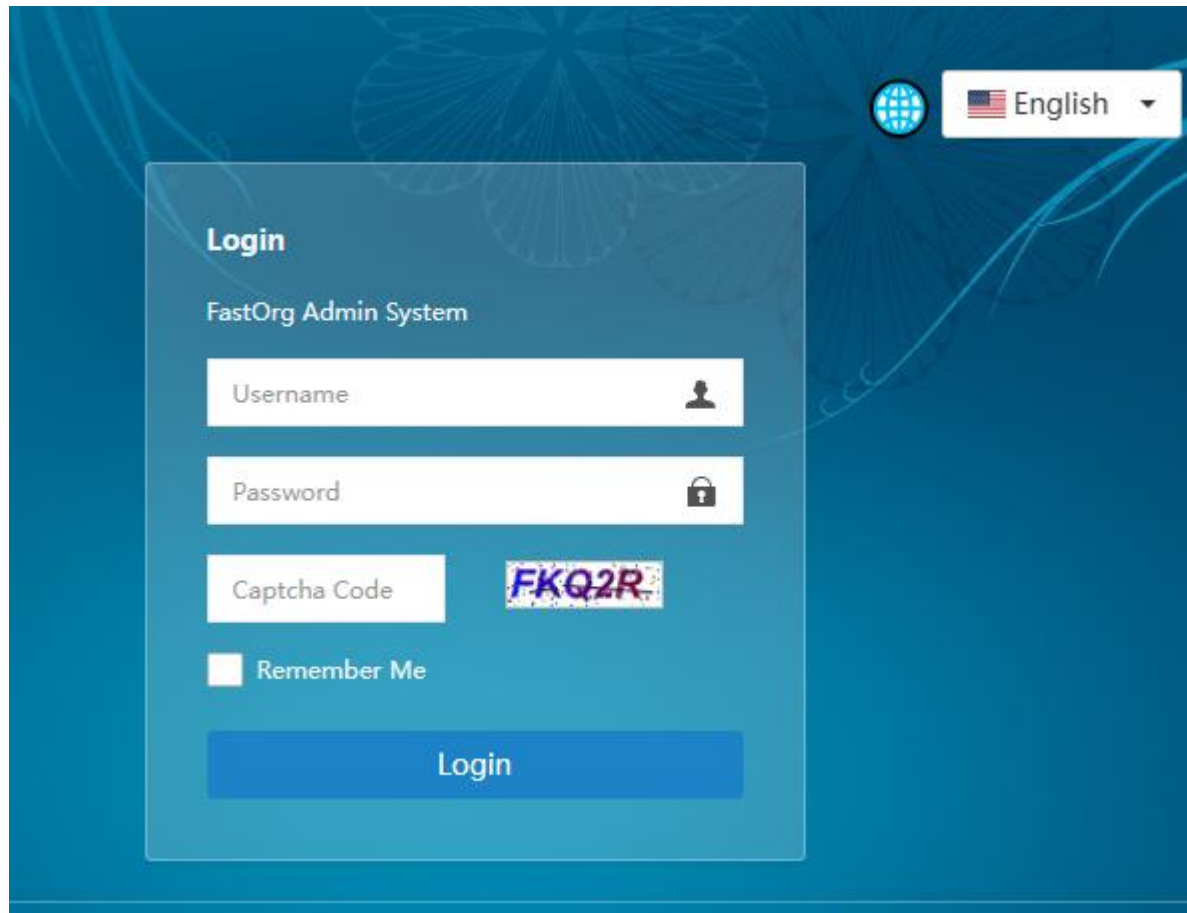
By submitting your information, you agree to our [Privacy Policy](#)

Submitted successfully! We will send the FastOrg admin account to your email within 24 hours. Thank you for your support!

1.3 Login to FastOrg Admin Center

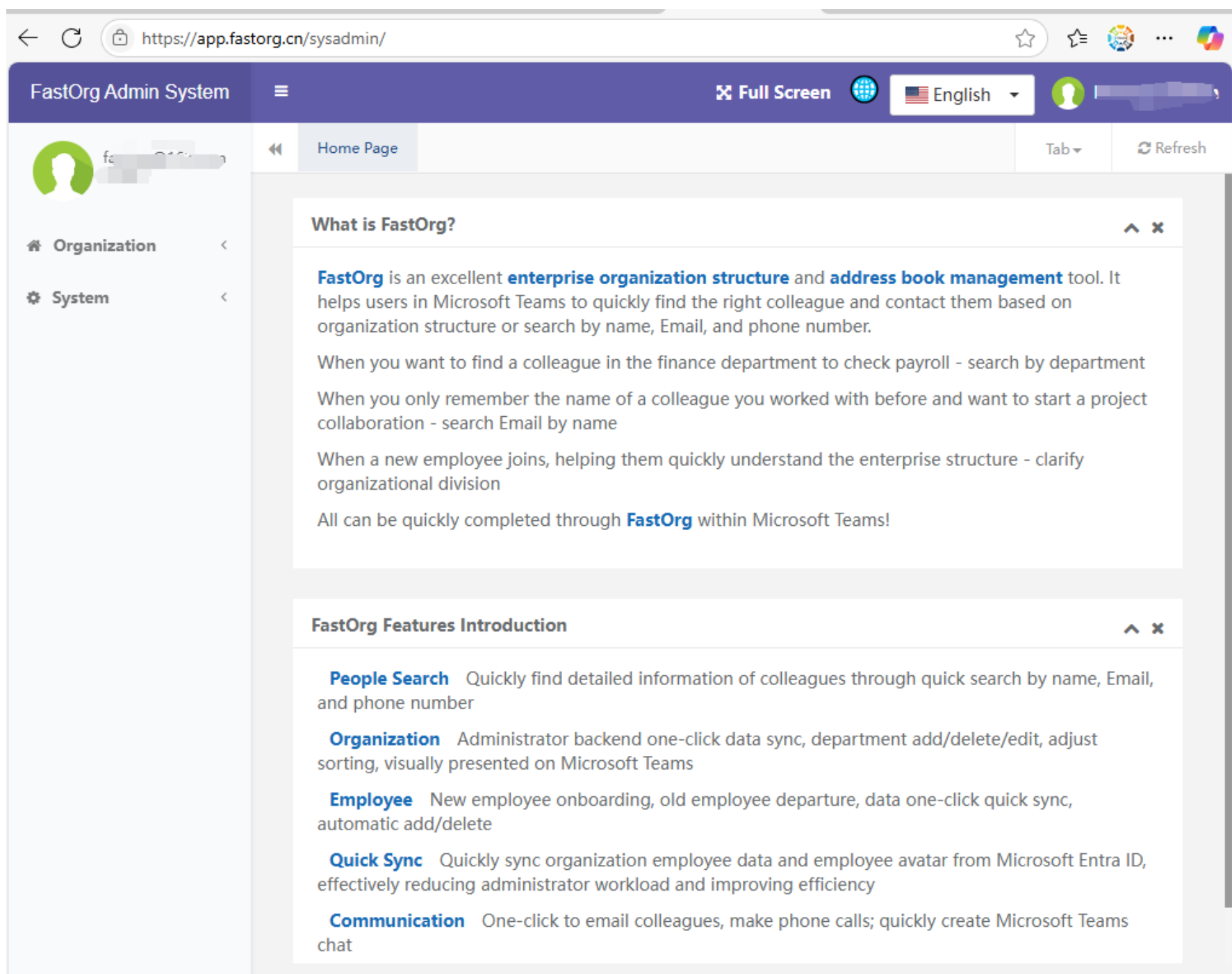
After receiving our Email, go to the Link below and login to FastOrg Admin Center with account name and password provided in the Email.

<https://app.fastorg.cn/sysadmin/>



The login form is titled "Login" and "FastOrg Admin System". It contains four input fields: "Username" with a person icon, "Password" with a lock icon, "Captcha Code" with a captcha image showing "FKQ2R", and a "Remember Me" checkbox. A blue "Login" button is at the bottom.

After logging in successfully, you will see the FastOrg Admin System interface as shown below.



The dashboard has a purple header with "FastOrg Admin System", a menu icon, "Full Screen", a globe icon, "English", and a user profile. A left sidebar shows "Organization" and "System" with expandable arrows. The main content area has a "Home Page" tab and a "Refresh" button. It contains two sections: "What is FastOrg?" and "FastOrg Features Introduction".

What is FastOrg?

FastOrg is an excellent **enterprise organization structure** and **address book management** tool. It helps users in Microsoft Teams to quickly find the right colleague and contact them based on organization structure or search by name, Email, and phone number.

When you want to find a colleague in the finance department to check payroll - search by department

When you only remember the name of a colleague you worked with before and want to start a project collaboration - search Email by name

When a new employee joins, helping them quickly understand the enterprise structure - clarify organizational division

All can be quickly completed through **FastOrg** within Microsoft Teams!

FastOrg Features Introduction

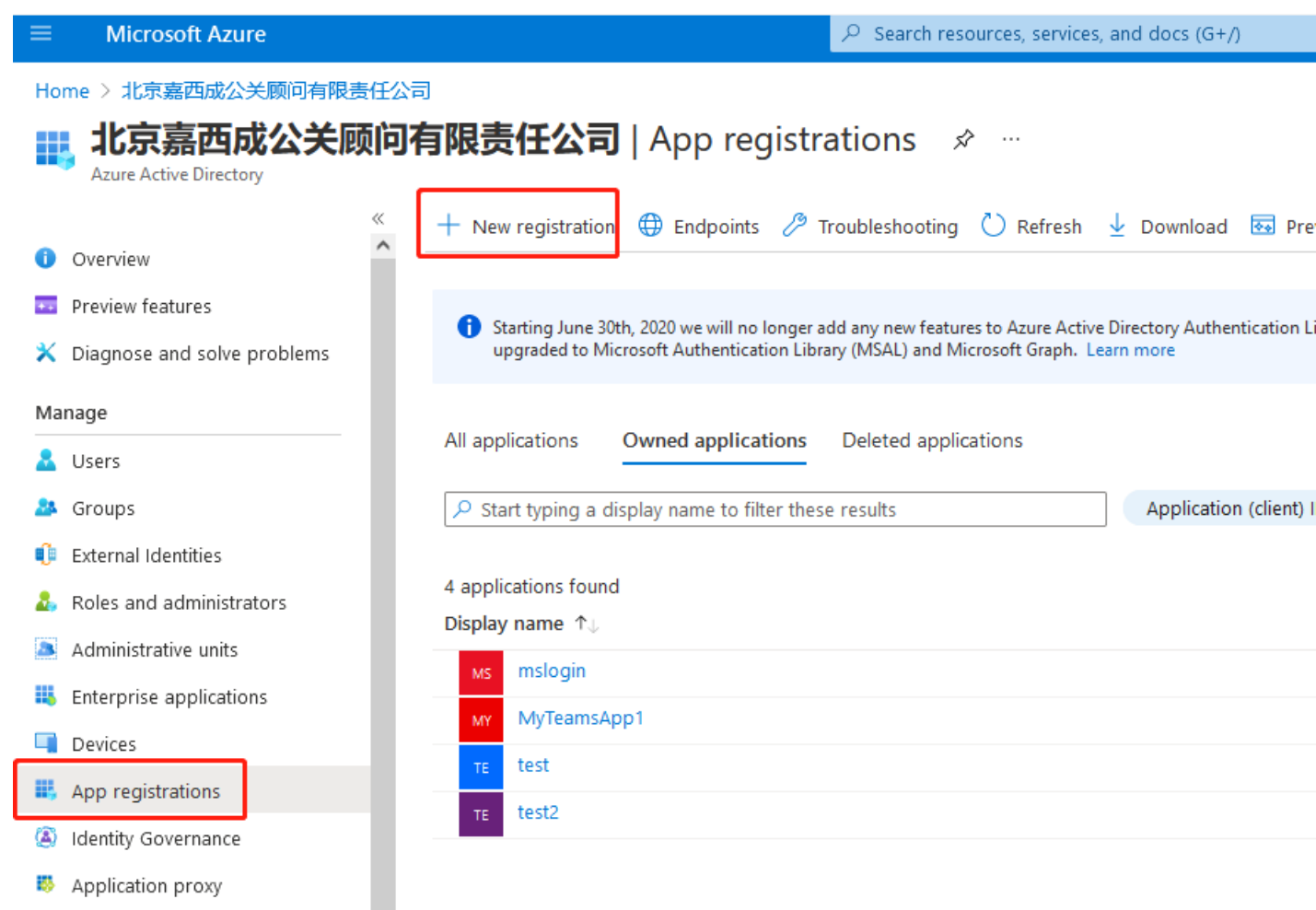
- People Search** Quickly find detailed information of colleagues through quick search by name, Email, and phone number
- Organization** Administrator backend one-click data sync, department add/delete/edit, adjust sorting, visually presented on Microsoft Teams
- Employee** New employee onboarding, old employee departure, data one-click quick sync, automatic add/delete
- Quick Sync** Quickly sync organization employee data and employee avatar from Microsoft Entra ID, effectively reducing administrator workload and improving efficiency
- Communication** One-click to email colleagues, make phone calls; quickly create Microsoft Teams chat

2. Microsoft Entra ID Initialization

2.1 Log in to Microsoft Entra ID and register a new App

Open the following URL, log in, select App registration on the left, and then click New registration in the right window

https://portal.azure.com/#blade/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/Overview



The screenshot displays the Microsoft Azure portal interface for App registrations. The left sidebar shows the navigation menu with 'App registrations' highlighted. The top navigation bar includes the 'New registration' button. The main content area shows a list of 4 applications found, including 'mslogin', 'MyTeamsApp1', 'test', and 'test2'.

Display name	Application (client) ID
mslogin	
MyTeamsApp1	
test	
test2	

2.2 Enter App information

Microsoft Azure

Search resources, services, and docs (G+)

[Home](#) > [北京嘉西成公关顾问有限责任公司](#) >

Register an application

* Name

The user-facing display name for this application (this can be changed later).

fastorg

✓

Supported account types

Who can use this application or access this API?

☐ Accounts in this organizational directory only (北京嘉西成公关顾问有限责任公司 only - Single tenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)

☒ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

☐ Personal Microsoft accounts only

[Help me choose...](#)

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Public client/native (mobile ...

e.g. myapp://auth

✓

Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from [Enterprise applications](#).

By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

2.3 After copying AppID and TenantID, click Add Secret

Microsoft Azure

Search resources, services, and docs (G+)

Home > 北京嘉西成公关顾问有限责任公司 >

fastorg

Search (Ctrl+)

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Troubleshooting

New support request

Essentials

Display name
fastorg

Application (client) ID
bbbaeb21d-f7a5-473d-bd86-27ddbce5cd0

Object ID
51f173ea-d187-4bd7-a2d8-87fb25f8ce42

Directory (tenant) ID
243c4176-dc0f-4ea9-a943-d39a5a593404

Supported account types
All Microsoft account users

Client credentials
Add a certificate or secret

Redirect URIs
Add a Redirect URI

Application ID URI
Add an Application ID URI

Managed application in local fastorg

Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL). We will continue to provide technical support and security updates but we will no longer provide feature updates. Applications will need to migrate to the new Microsoft Authentication Library (MSAL) and Microsoft Graph. [Learn more](#)

Starting November 9th, 2020 end users will no longer be able to grant consent to newly registered multitenant apps v1.0. [verify publisher](#)

Get Started Documentation

Build your application with the Microsoft identity platform

The Microsoft identity platform is an authentication service, open-source libraries.

2.4 Add Client Secret

Microsoft Azure

Search resources, services, and docs (G+)

Home > fastorg

fastorg | Certificates & secrets

Search (Ctrl+)

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New support request

Credentials enable confidential applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using a client secret or certificate). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.

Application registration certificates, secrets and federated credentials can be found in the tabs below.

Certificates (0) Client secrets (0) Federated credentials (0)

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

+ New client secret

Description	Expires	Value	Secret ID
No client secrets have been created for this application.			

2.5 Enter Secret description

Microsoft Azure

Search resources, services, and docs (G+)

Ray.Lee@surepo.com
北京嘉西威公关顾问有限公司...

Home > fastorg

fastorg | Certificates & secrets

Search (Ctrl+)

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New support request

Credentials enable confidential applications to identify themselves to the resource provider (using a certificate or a secret). For a higher level of assurance, we recommend using a certificate.

Application registration certificates, secrets and federated credentials

Certificates (0)

Client secrets (0)

Federated credentials (0)

A secret string that the application uses to prove its identity when requesting tokens from the resource provider.

+ New client secret

Description	Expires
No client secrets have been created for this application.	

Add a client secret

Description

FastOrg

Expires

24 months

Add

Cancel

2.6 Copy AppSecret



Got feedback?

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New support request

Got a second to give us some feedback? →

Credentials enable confidential applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using a scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.

Application registration certificates, secrets and federated credentials can be found in the tabs below.

Certificates (0) Client secrets (1) Federated credentials (0)

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

New client secret

Description	Expires	Value	Secret ID
FastOrg	12/13/2023	uaD7Q~R58rT5EcX3zkVWfzDL0RSKxKrf ...	8a8d3952-78af-4615-b3bc-e0662e86e

Copy AppSecret

2.7 Set RedirectURI

1. Click Add a Redirect URI

Search (Ctrl+J)



Save



Discard



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Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

[+ Add a platform](#)

Supported account types

Who can use this application or access this API?

✓ **Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)**

All users with a work or school, or personal Microsoft account can use your application or API. This includes Office 365 subscribers.

⚠ To change the supported accounts for an existing registration, use the manifest editor. Take care, as certain properties may cause errors for personal accounts. [Learn more about these restrictions.](#)

⚠ Starting November 9th, 2020 end users will no longer be able to grant consent to newly registered multitenant apps without verified publishers. [Add MPN ID to verify publisher](#)

Advanced settings

Live SDK support ⓘ

Allow direct integration with the Microsoft account service (login.live.com).
Required for integration with Microsoft account SDKs such as Xbox or Bing Ads

[Yes](#) [No](#)

4. choose Web

Search (Ctrl+J)



Save



Discard



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Advanced settings

Live SDK support ⓘ

Allow direct integration with the Microsoft account service (login.live.com).
Required for integration with Microsoft account SDKs such as Xbox or Bing Ads

Configure platforms

Web applications



Web

Build, host, and deploy a web server application. .NET, Java, Python



Single-page application

Configure browser client applications and progressive web applications. Javascript.

Mobile and desktop applications



iOS / macOS

Objective-C, Swift, Xamarin



Android

Java, Kotlin, Xamarin



Mobile and desktop applications

Windows, UWP, Console, IoT & Limited-entry Devices, Classic iOS + Android

5. Input: <https://fastorg.cn> and save

fastorg | Authentication ...

 Got feedback? Overview Quickstart Integration assistant Diagnose and solve problems Manage Branding & properties Authentication Certificates & secrets Token configuration API permissions Expose an API App roles Owners Roles and administrators Manifest

Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

 Add a platform

Web

Redirect URIs

The URIs we will accept as destinations when returning authentication responses (tokens) after successfully authenticating. The URI you send in the request to the login server should match one listed here. Also referred to as reply URLs. [Learn more about redirect URI restrictions](#)

 This app has implicit grant settings enabled. If you are using any of these URIs in a SPA with MSAL.js 2.0, you should migrate to the explicit grant type.

https://fastorg.dynamics365.cn/Auth/End

[Add URI](#)

2.8 Add permissions for App

1. Click API Permissions on the left, and click Add a permission on the right

The screenshot shows the Microsoft Azure portal interface for managing API permissions. The left sidebar contains the navigation menu, with 'API permissions' highlighted. The main content area displays the 'fastorg | API permissions' page. At the top, there is a search bar and a 'Refresh' button. Below this, a warning message states: 'Starting November 9th, 2020 end users will no longer be able to grant consent to newly registered multitenant apps without verified publishers. Add MPN ID publisher'. An information message follows: 'The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This may not reflect the value in your organization, or in organizations where this app will be used. Learn more'. The 'Configured permissions' section explains that applications are authorized to call APIs when granted permissions by users/admins. It includes a link to 'Learn more about permissions and consent'. A red box highlights the '+ Add a permission' button. Below this, a table lists the configured permissions:

API / Permissions name	Type	Description	Admin consent req...	Status
▼ Microsoft Graph (1)				
User.Read	Delegated	Sign in and read user profile	No	

At the bottom, a message states: 'To view and manage permissions and user consent, try Enterprise applications.'

3. Select Microsoft Graph

Microsoft Azure

Search resources, services, and docs (G+)

Ray.Lee@surep

北京嘉西威公关顾问有限公司

Home > fastorg

fastorg | API permissions

Search (Ctrl+)

Refresh

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New support request

Starting November publisher

The "Admin console may not reflect the

Configured permissions

Applications are authorized to include all the permissions

Add a permission

API / Permissions name

Microsoft Graph (1)

User.Read

To view and manage permissions

Request API permissions

Select an API

Microsoft APIs APIs my organization uses My APIs

Commonly used Microsoft APIs



Microsoft Graph
Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Azure AD, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.



Azure Communication Services
Rich communication experiences with the same secure CPaaS platform used by Microsoft Teams



Azure DevOps
Integrate with Azure DevOps and Azure DevOps server



Azure Rights Management Services
Allow validated users to read and write protected content



Azure Service Management
Programmatic access to much of the functionality available through the Azure portal



Azure Storage
Secure, massively scalable object and data lake storage for unstructured and semi-structured data



Data Export Service for Microsoft Dynamics 365
Export data from Microsoft Dynamics CRM organization to an external destination



Dynamics 365 Business Central
Programmatic access to data and functionality in Dynamics 365 Business Central



Dynamics CRM
Access the capabilities of CRM business software and ERP systems



Dynamics ERP
Programmatic access to Dynamics ERP data

4. In Select Enter "users.read.all" under permissions to search, then select User.Read.All in the results, then click Add permissions

Microsoft Azure

Search resources, services, and docs (G+)

Home > fastorg

fastorg | API permissions

Search (Ctrl+)

Refresh

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You are editing per

Starting November publisher

The "Admin conse may not reflect the

Configured permissi

Applications are authori include all the permissio

Add a permission

API / Permissions nar

Microsoft Graph (1)

User.Read

To view and manage pe

Request API permissions

All APIs

Microsoft Graph

https://graph.microsoft.com/ Docs

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background servi signed-in user.

Select permissions

user.read.all

Permission

Admin cons

IdentityRiskyUser

User (1)

User.Read.All

Read all users' full profiles

Yes

Add permissions

Discard

5. Then click "Grant admin consent for your organization name"

Microsoft Azure Search resources, services, and docs (G+)

Home > fastorg

fastorg | API permissions

Search (Ctrl+/) Refresh Got feedback?

Warning: You are editing permission(s) to your application, users will have to consent even if they've already done so previously.

Warning: Starting November 9th, 2020 end users will no longer be able to grant consent to newly registered multitenant apps without verification publisher

Info: The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per organization. [Learn more](#)

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. This page includes all the permissions the application needs. [Learn more about permissions and consent](#)

+ Add a permission ☒ Grant admin consent for 北京嘉西成公关顾问有限责任公司

API / Permissions name	Type	Description	Admin consent
Microsoft Graph (2)			
User.Read	Delegated	Sign in and read user profile	No
User.Read.All	Application	Read all users' full profiles	Yes

To view and manage permissions and user consent, try [Enterprise applications](#).

2.9 Log in to the system management backend for configuration

- Log in to the FastOrg Admin Center with your account and configure the copied information to the system. The login address

is: <https://app.fastorg.cn/sysadmin/>

3. Organization Management

3.1 Organization Profile

Edit company-related information.

FastOrg 后台管理系统

admin@163.com
Jinkui

组织管理

组织信息

员工管理

部门管理

租户管理

系统管理

组织名称

Jinkui

Email

test1@163.com

联系电话

间接人员

222

直接人员

222

合计总人数

444

Tenant ID

6836a1df-5e8b-4940-9f51-f10179a4fb48

App ID

b52e4187-a37c-41b1-9c68-3209ecddc645

App Secret

保存

3.2 Employee Management

3.2.1 Search Employees

Search for employees using keywords.

FastOrg Admin System

Full Screen

English

Fastorg Admin

factorg@163.com
Jinkui

Organization Structure

Unassigned

Contoso

Finance Department

Administrative Department

Contoso (North)

Contoso (South)

MIM/CNC 产品线

HR中心

Purchasing Department

管理委员会

精密冲压产品线

模具中心

人力资源部

市场/客服

质量管理中心

注塑/橡胶产品线

供应链管理

自动化部

Customer Service

销售中心

薪酬绩效/海外人才

信息管理中心

GM office

印度项目组

Marketing Department (Global)

Purchasing Department

Keywords: Denise

Department:

Search

Sync Employees

Sync Avatar

FastOrg

Add

Edit

Delete

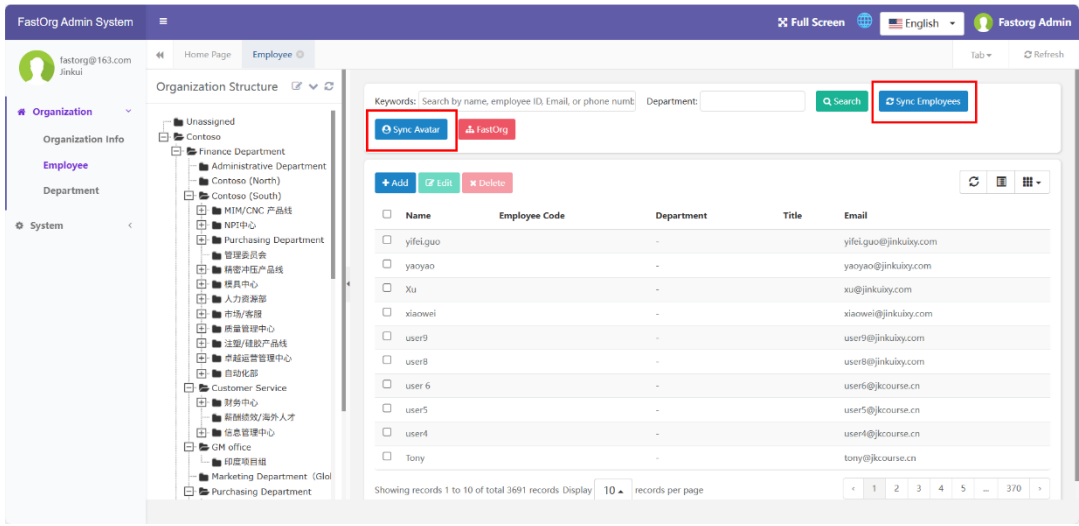
Name	Employee Code	Department	Title	Email
Denise	11000070	Finance Department	Trainer	denise.zhang@jinkui.com
Denise	11000070	Marketing Department (Global)		denise.zhang@jinkui.com

Showing records 1 to 2 of total 2 records

3.2.2 Sync Employee Information

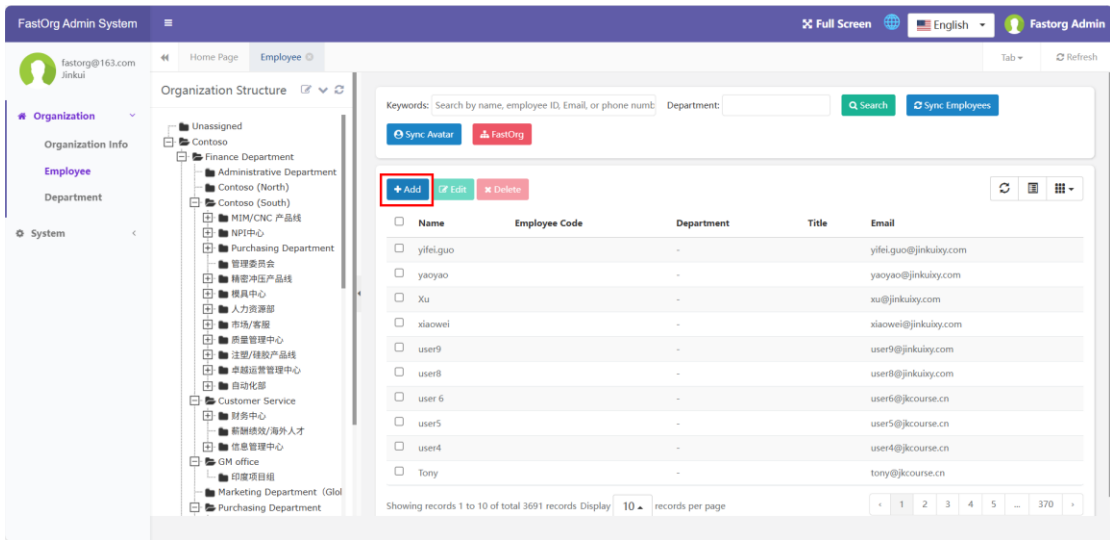
When account details are updated in the Microsoft 365 admin center, click **Sync Employees** to synchronize employee data from Microsoft Entra ID.

You can also click **Sync Avatar** to update employee avatars from Microsoft Teams.

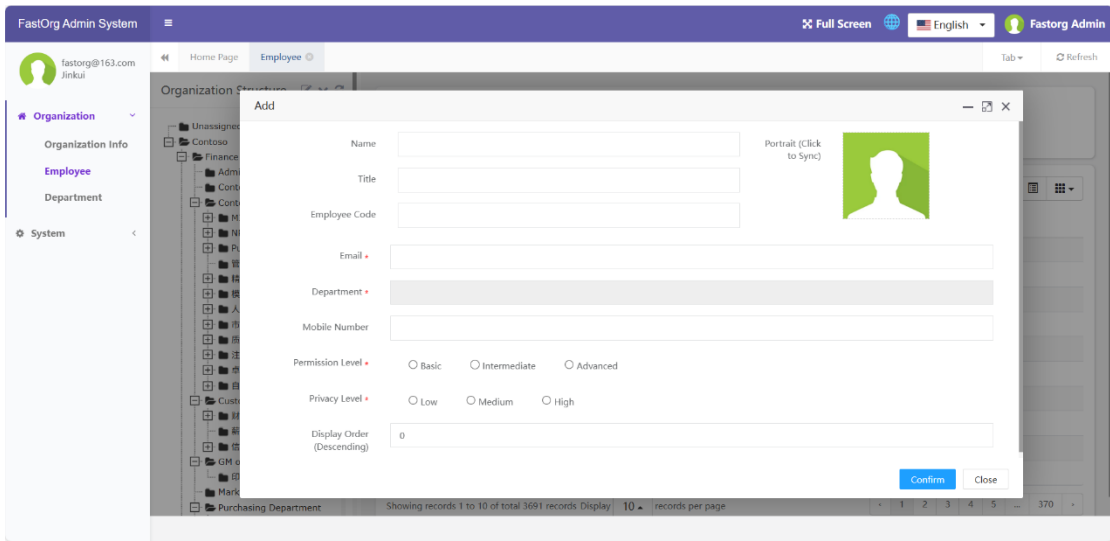


3.2.3 Add Employee

Click the **Add** button at the top of the page.

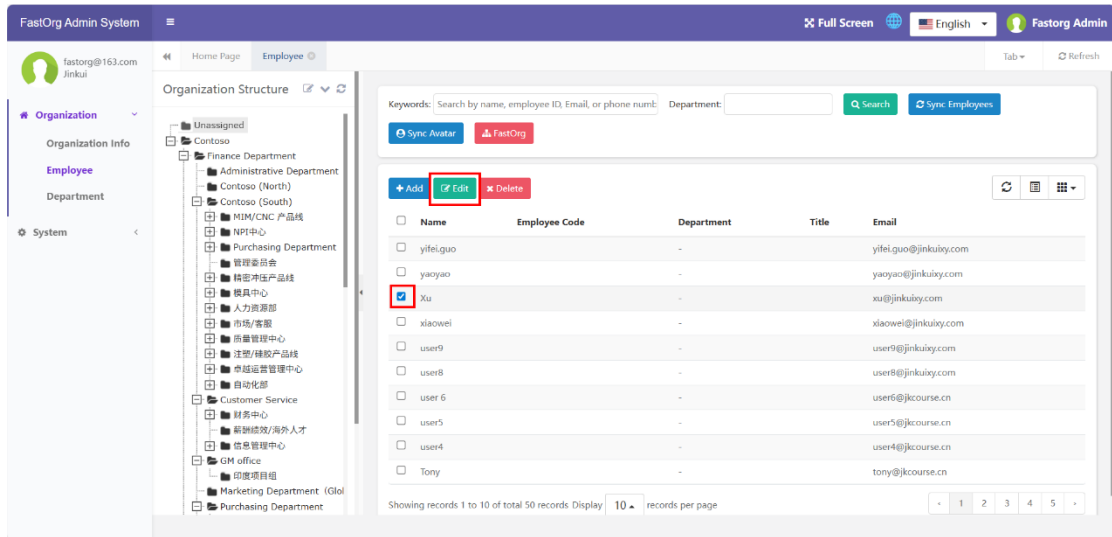


In the pop-up window, fill in the employee's information (* indicates required fields).

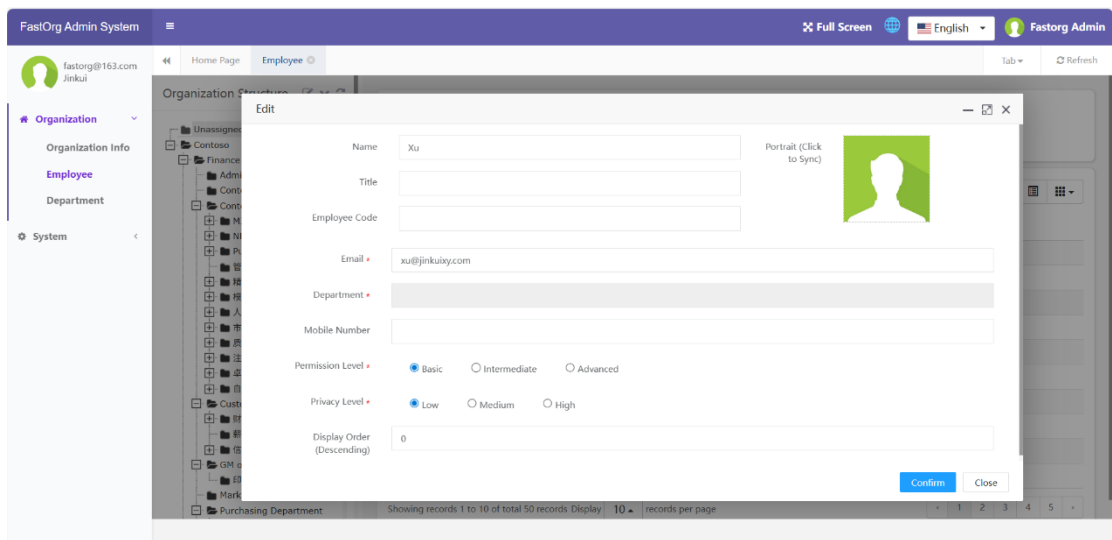


3.2.4 Edit Employee Information

Select an employee and click the **Edit** button at the top of the page.



In the pop-up window, update the employee's details.



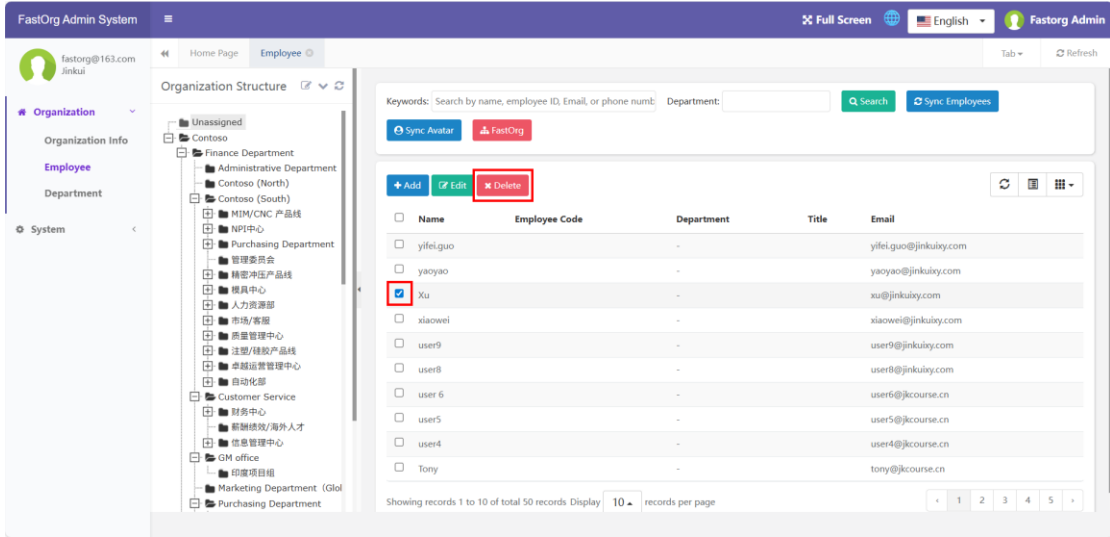
You can set the employee's **Permission Level** and **Privacy Level** here. Both have three tiers. Users can only view content if their permission level is equal to or higher than the privacy level of the information.

For example, if Employee A's privacy level is **High**, a user with **Intermediate** permission will not be able to view sensitive details such as their phone number.

* The newly synchronized employees and those who were not assigned a department during creation are placed under the "Unassigned" node in the organizational tree. These employees will not be displayed on the Teams frontend until a department is specified.

3.2.5 Delete Employee

Select the employee you want to remove, then click the **Delete** button.

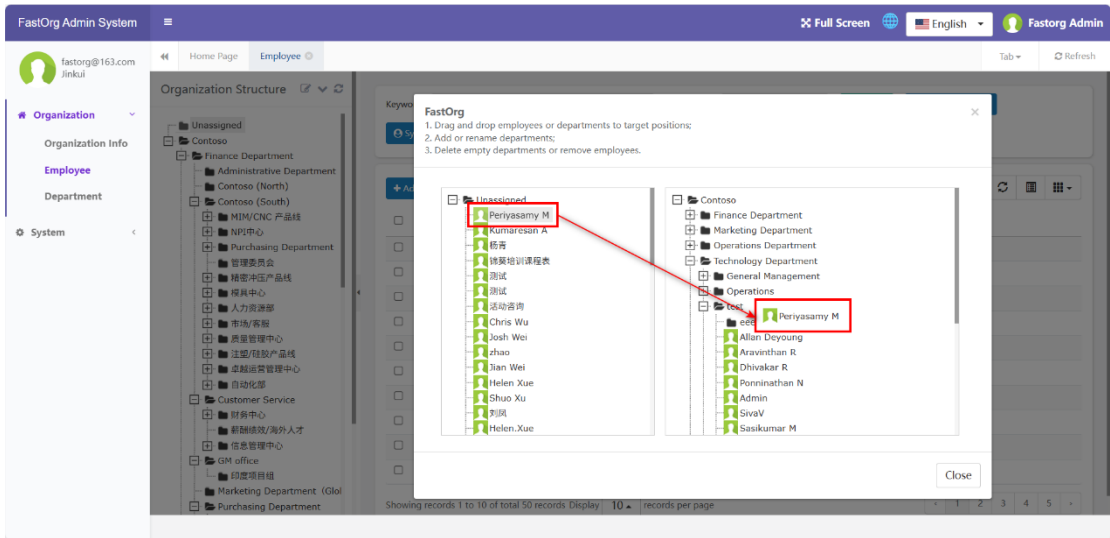


3.2.6 Quick Management via FastOrg

On the **Employee** page, click the **FastOrg** button to perform the following actions:

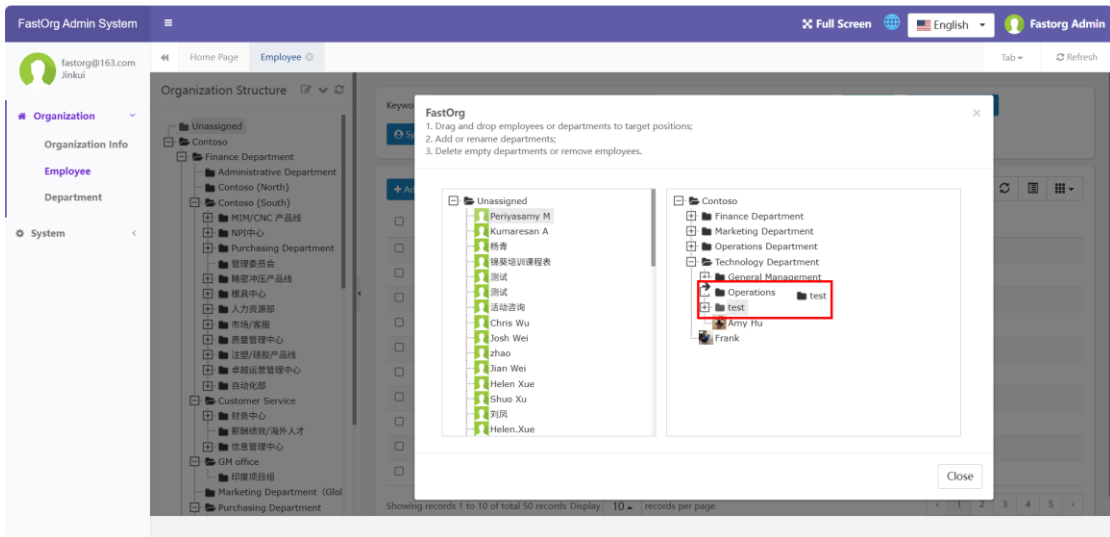
(1) Quickly change an employee's department

Simply drag and drop the employee's name into the target department to update their department assignment or adjust their order.



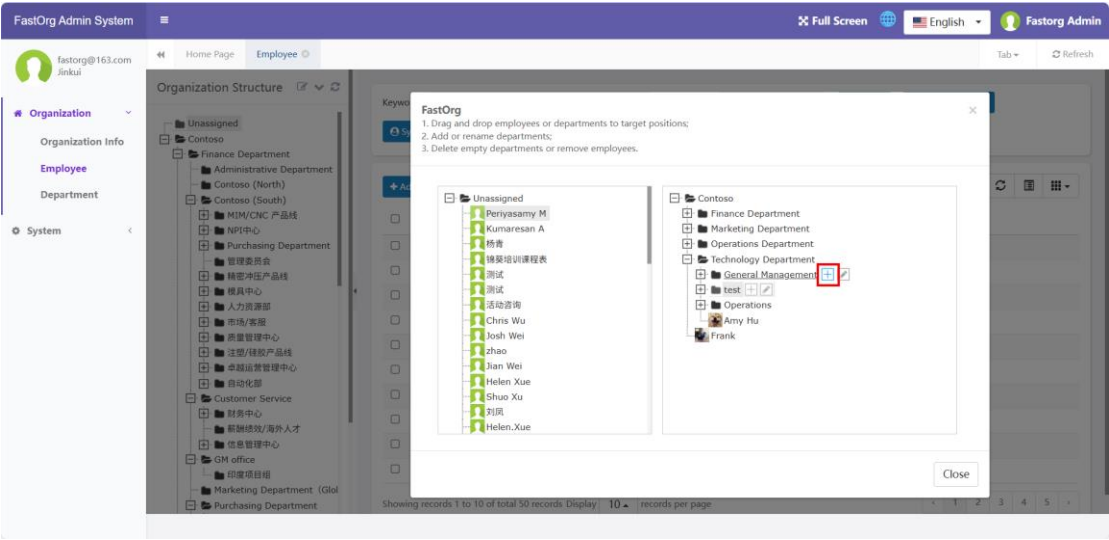
(2) Reorder Departments

Drag and drop to adjust the order of departments.

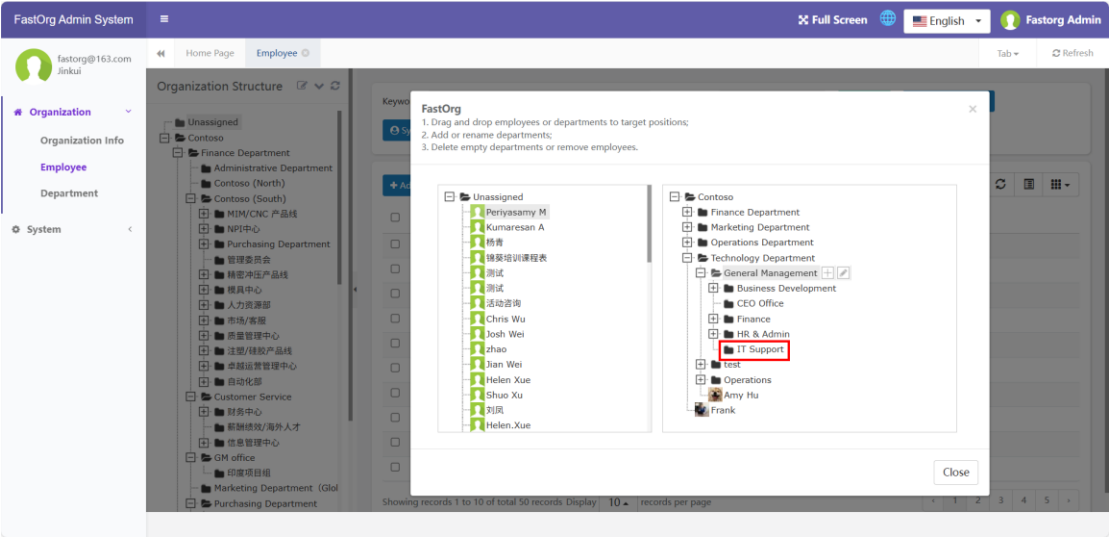
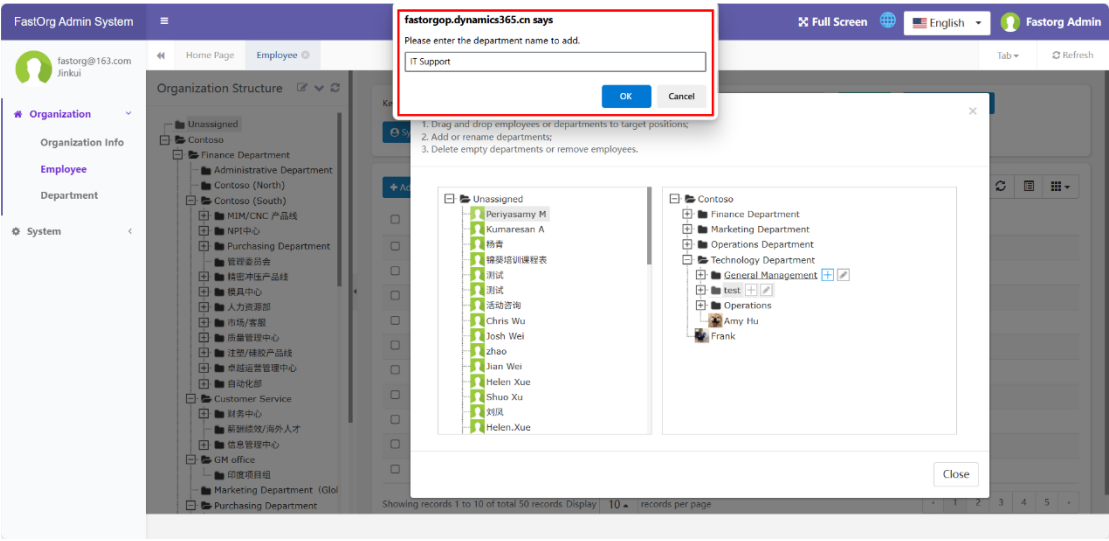


(3) Quickly Add a New Department

Click the plus icon next to the department name.

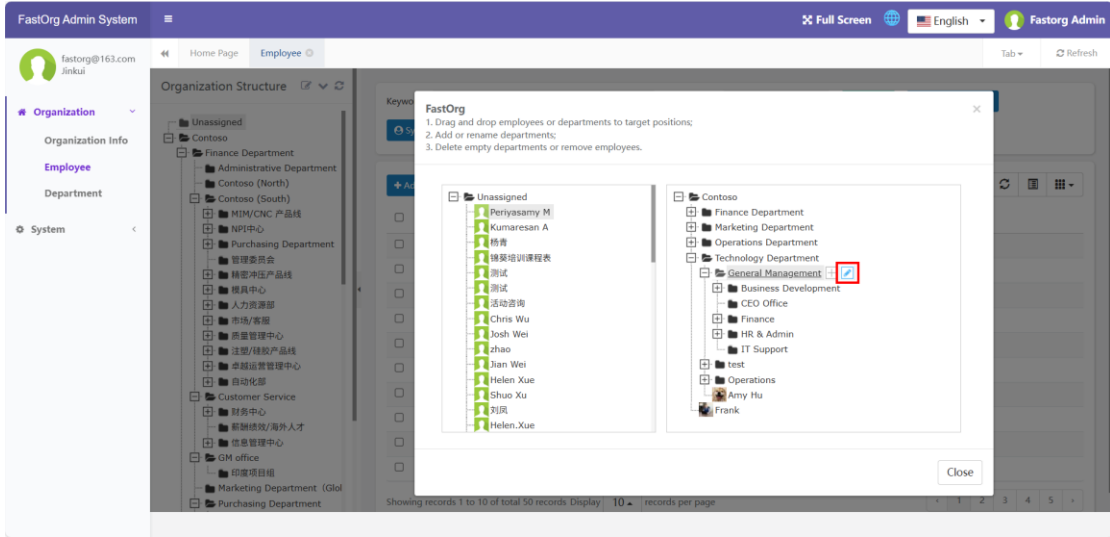


In the pop-up window, enter the name of the new department and click **OK** to add it.

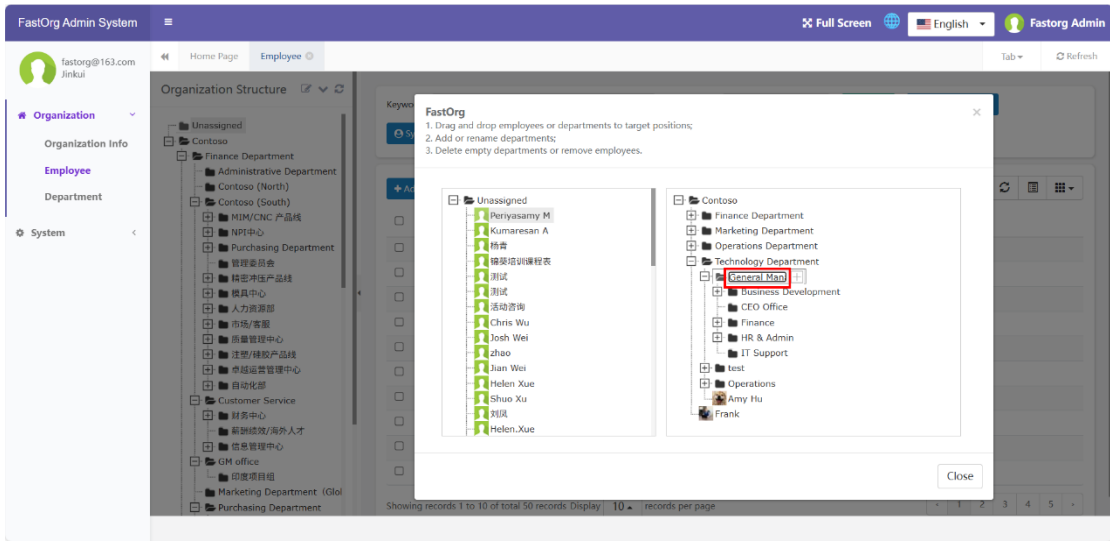


(4) Quickly Rename a Department

Click the edit icon next to the department name.

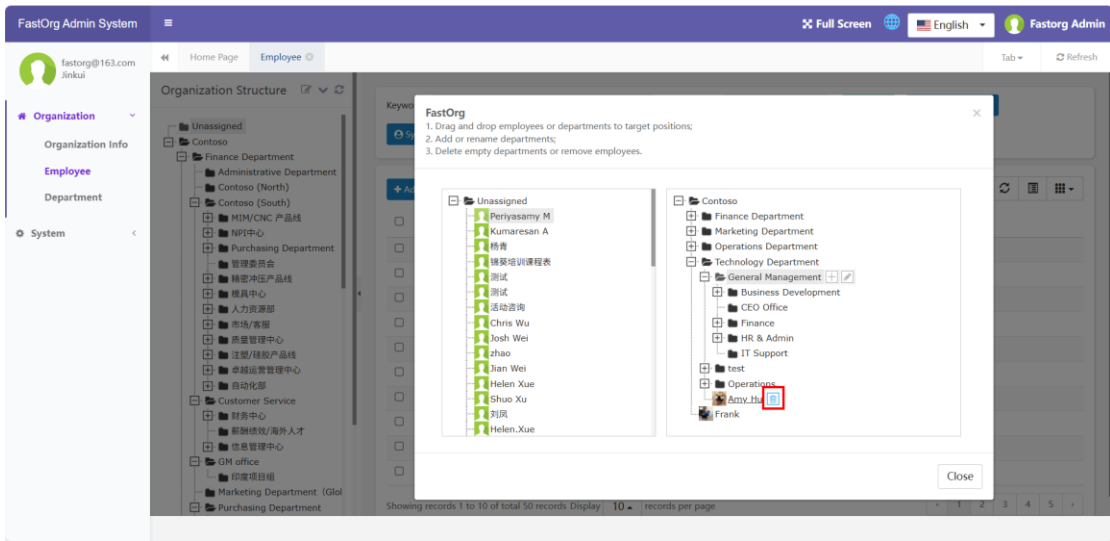


Enter the new department name in the input field to complete the update.



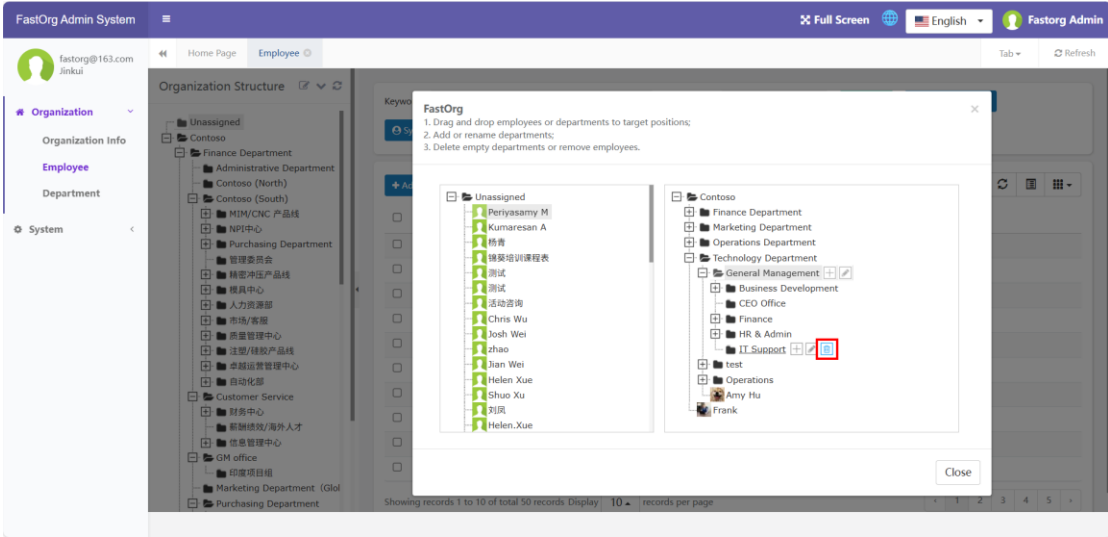
(5) Quickly Remove an Employee from a Department

Click the delete icon next to the employee's name to remove them from the department.



(6) Quickly Delete an Empty Department

For departments with no employees, click the delete icon next to the department name to remove it.



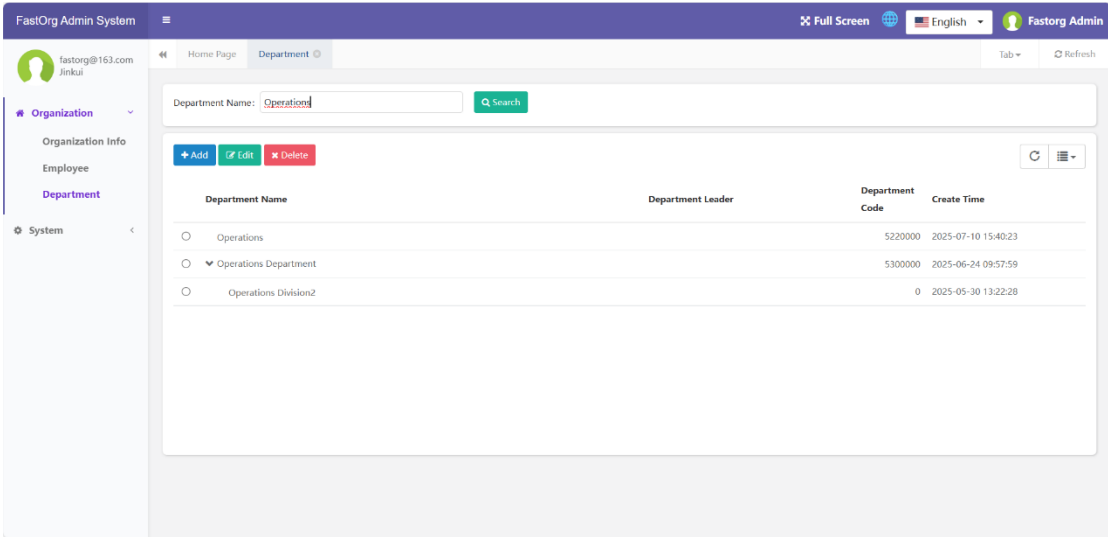
3.2.7 Important Note

* The newly synchronized employees and those who were not assigned a department during creation are placed under the “Unassigned” node in the organizational tree. These employees will not be displayed on the Teams frontend until a department is specified.

3.3 Department Management

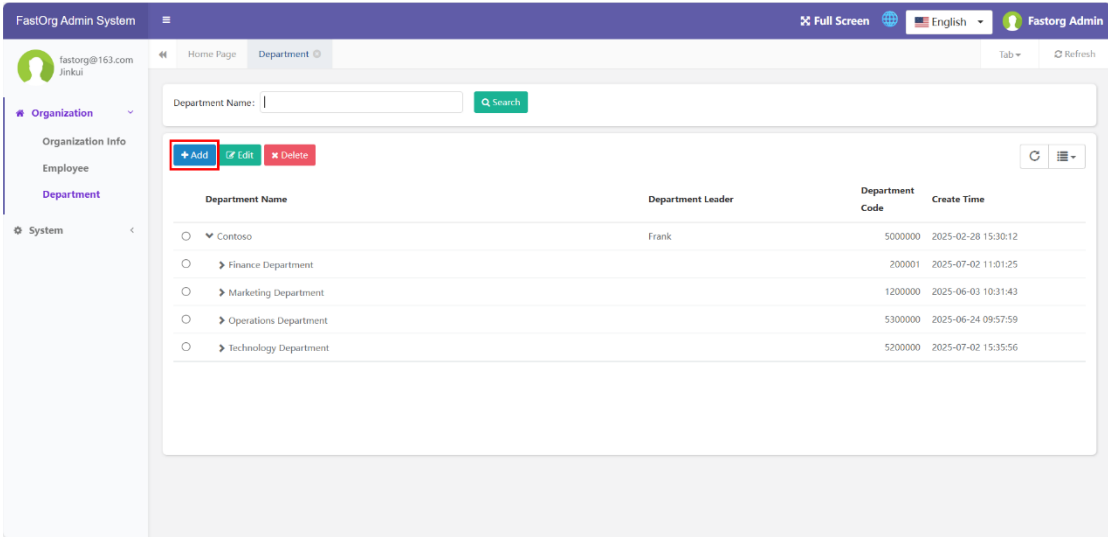
3.3.1 Search Departments

Enter department name keywords to search for related departments.

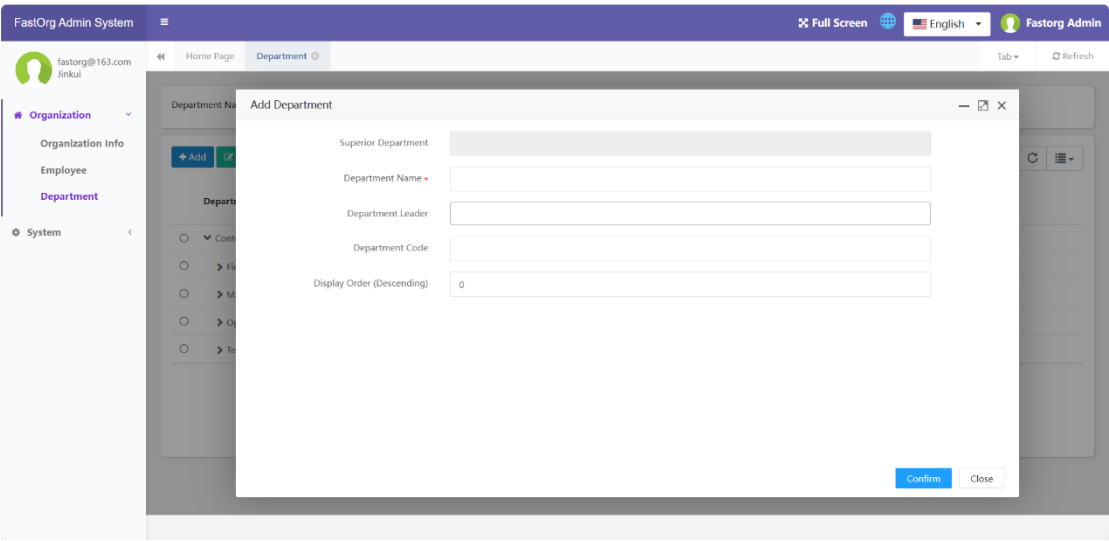


3.3.2 Add Department

Click the **Add** button on the **Department** page.

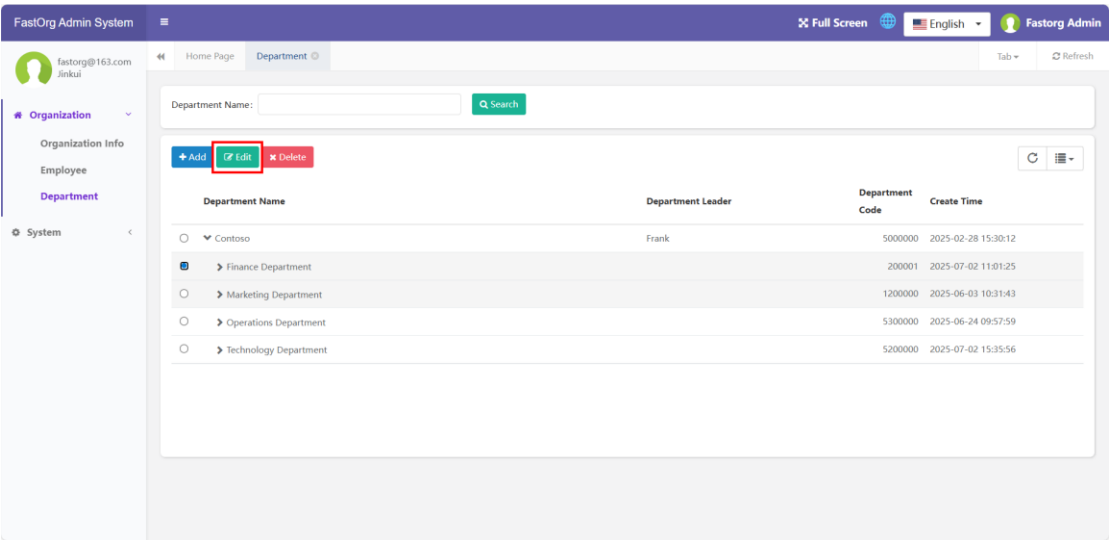


In the pop-up window, enter the new department information, including department name (*required), department head, department code, and display order for frontend.

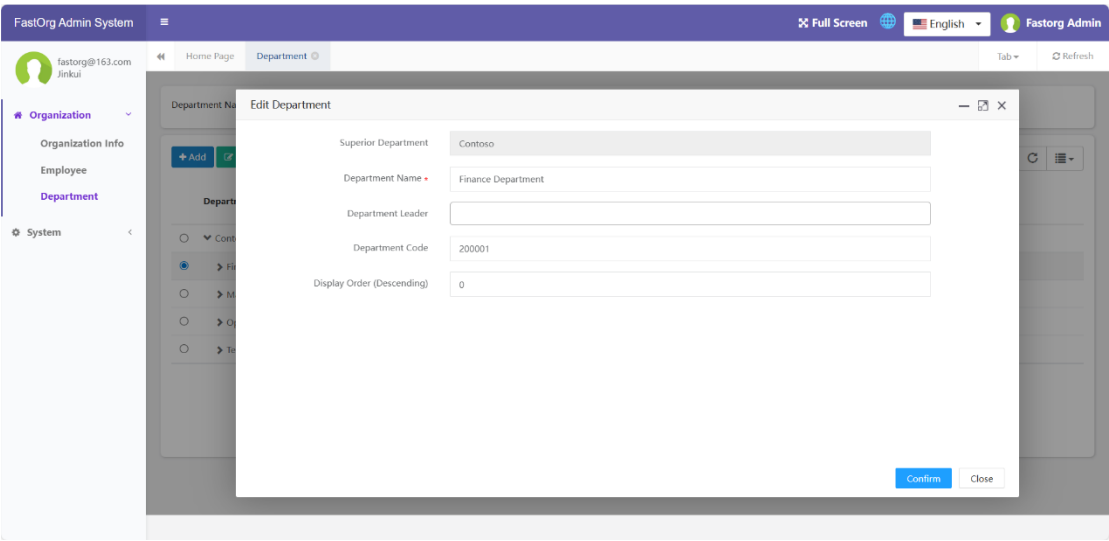


3.3.3 Edit Department Information

On the **Department** page, select the department you want to edit and click the **Edit** button.



In the pop-up window, update the department information.



3.3.4 Delete Department

On the **Department** page, select the department you want to delete and click the **Delete** button.

FastOrg Admin System

fastorg@163.com
Jinkui

Organization

Organization Info

Employee

Department

System

Full Screen

English

Fastorg Admin

Home Page

Department

Tab

Refresh

Department Name:

Search

Add

Edit

Delete

Refresh

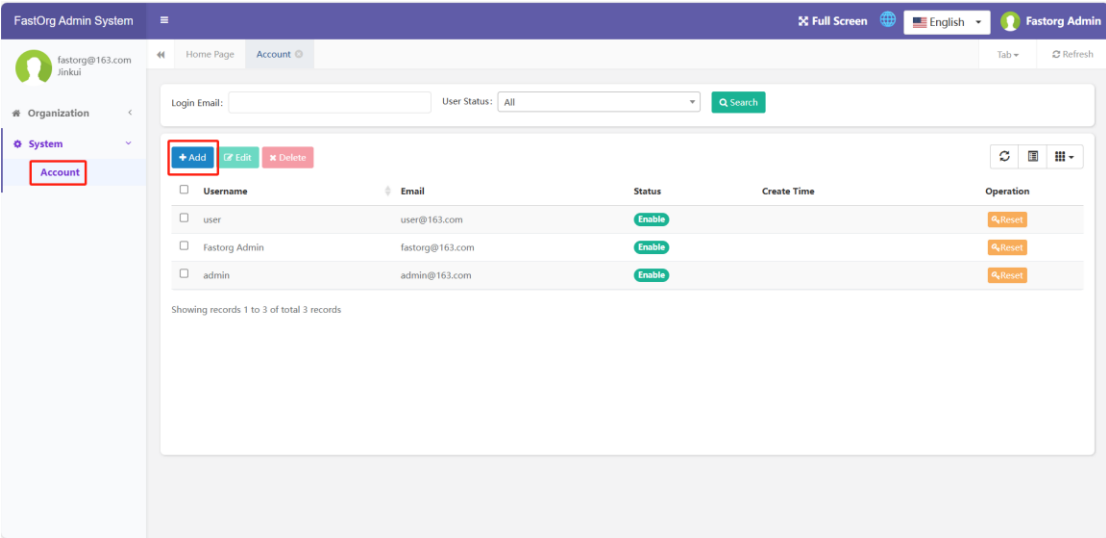
Menu

Department Name	Department Leader	Department Code	Create Time
☐ Contoso	Frank	5000000	2025-02-28 15:30:12
☒ Finance Department		200001	2025-07-02 11:01:25
☐ Marketing Department		1200000	2025-06-03 10:31:43
☐ Operations Department		5300000	2025-06-24 09:57:59
☐ Technology Department		5200000	2025-07-02 15:35:56

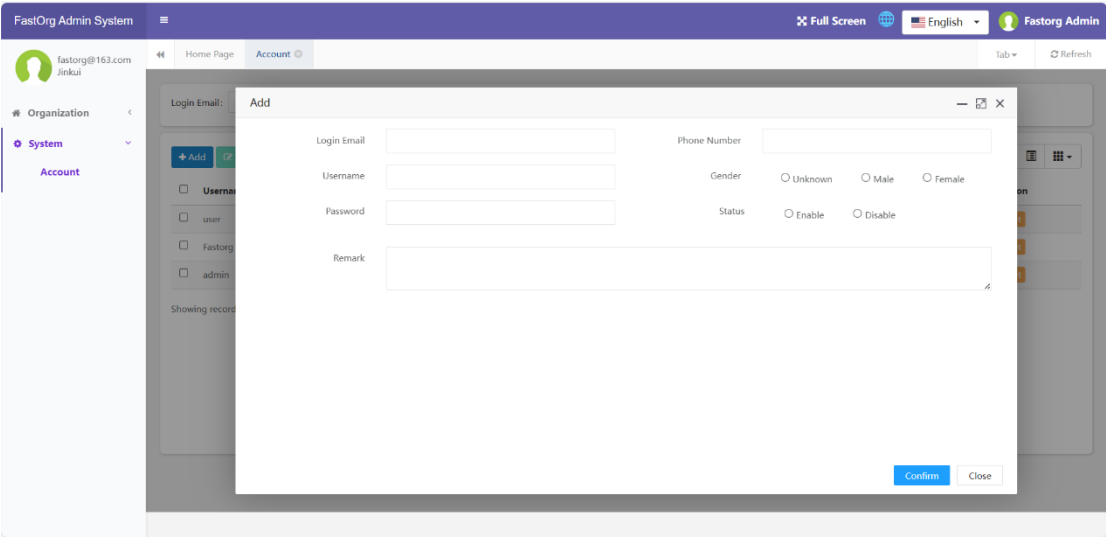
4. Backend System Management

4.1 Add Admin Account

On the **Account** page, click the **Add** button.

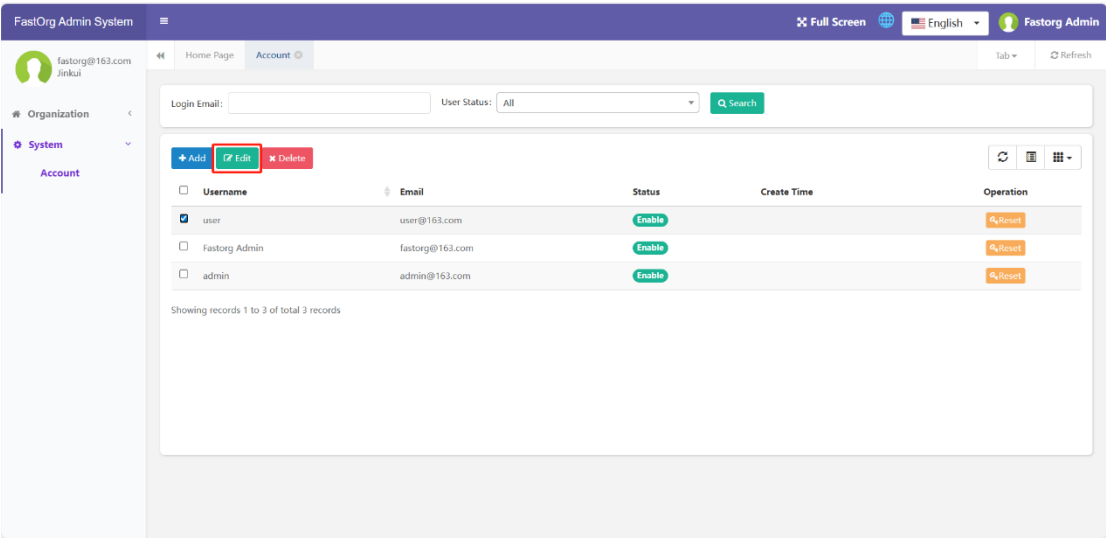


In the pop-up window, enter the login email, password, status, and other information.

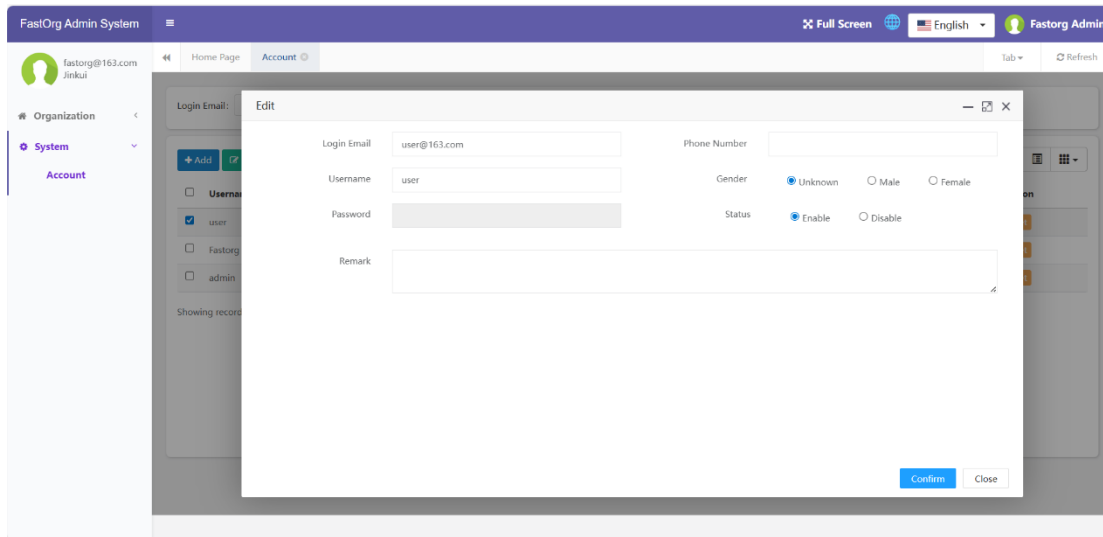


4.2 Edit Admin Account

Select the account and click the **Edit** button.

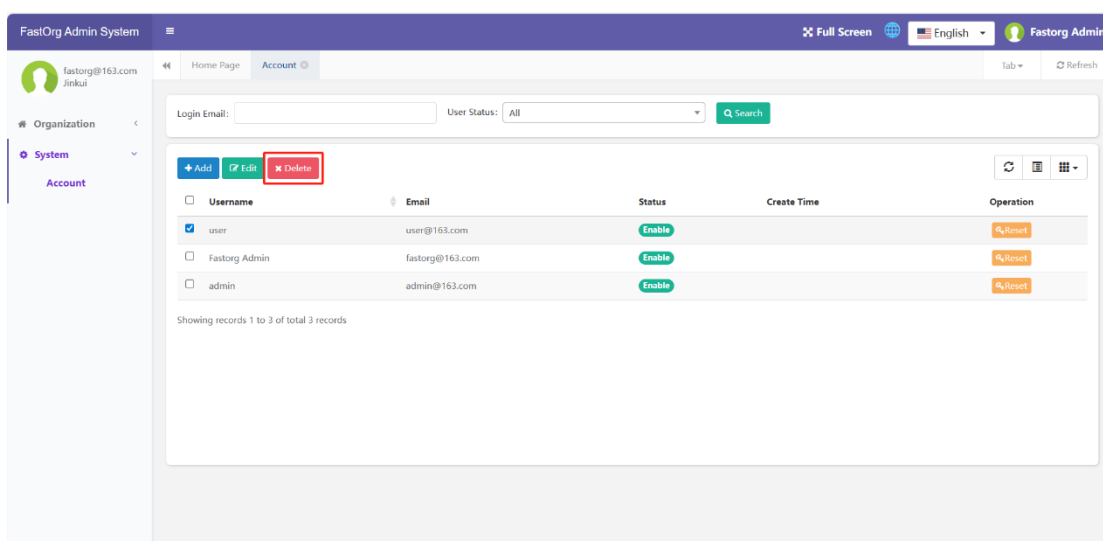


In the pop-up window, edit the admin account information.



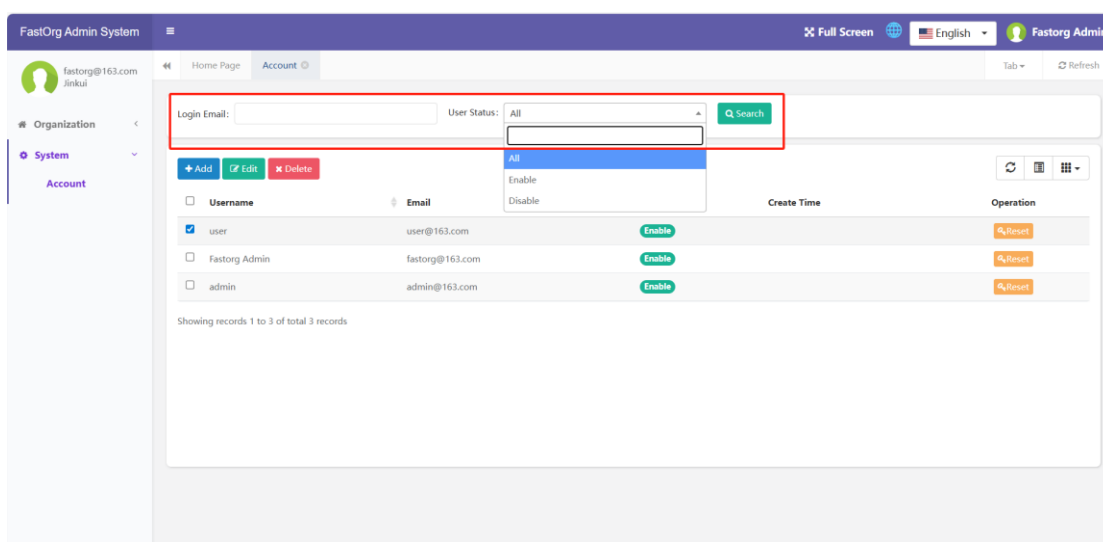
4.3 Delete Admin Account

Select the account and click the **Delete** button.



4.4 Search Admin Accounts

Search admin accounts by login email or account status.



4.5 Change Password and Personal Information

Click your avatar in the upper-right corner to enter the personal center, where you can update your account information and password.

FastOrg Admin System

Full Screen

English

1

Fastorg Admin

fastorg@163.com
Jinkui

Organization

System

Home Page

Personal Center

Personal Info

Fastorg Admin

fastorg@163.com

Gender: Male

1987-12-17

Modify Info

Change Password

2

Personal Center

Change Password

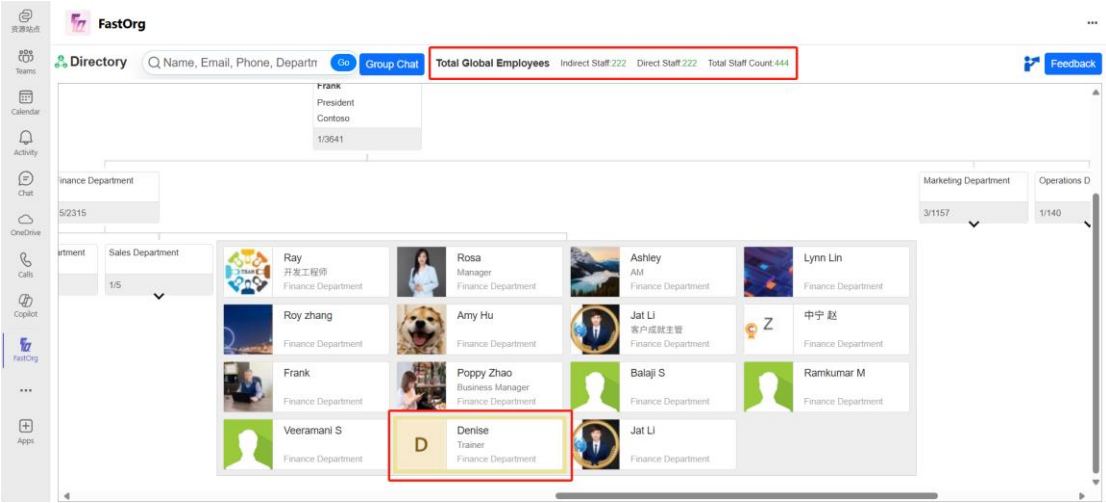
Logout

javascript:void(0)

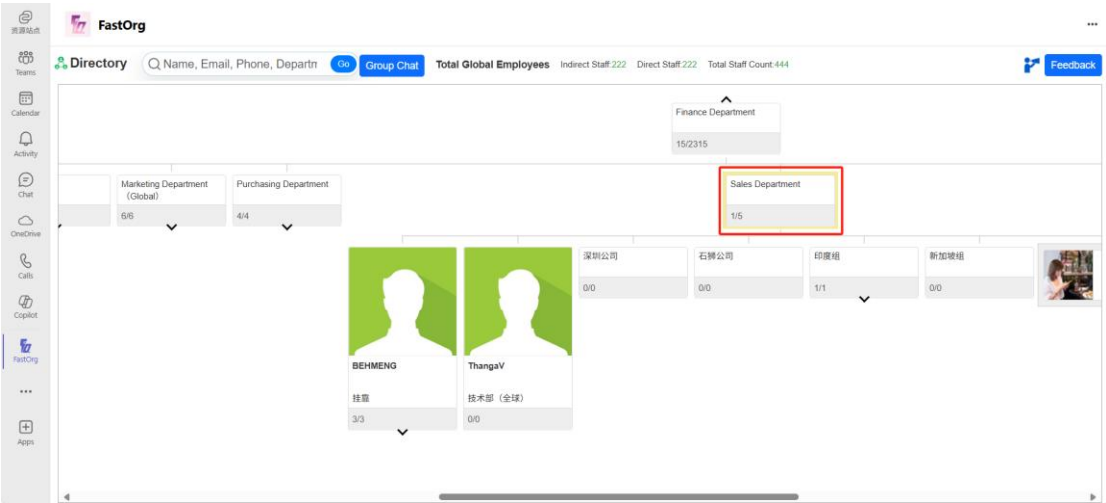
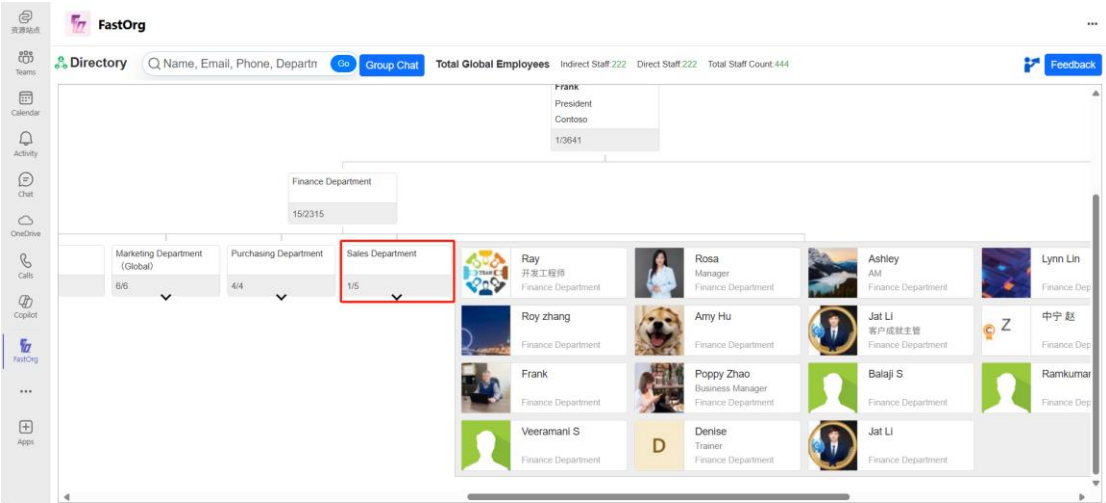
5. Using FastOrg in Teams

5.1 View Organizational Structure

Launch the **FastOrg** app in Teams. The interface automatically positions the view to the user’s own location. Peer departments are displayed horizontally, and HR distribution data is shown at the top of the screen.

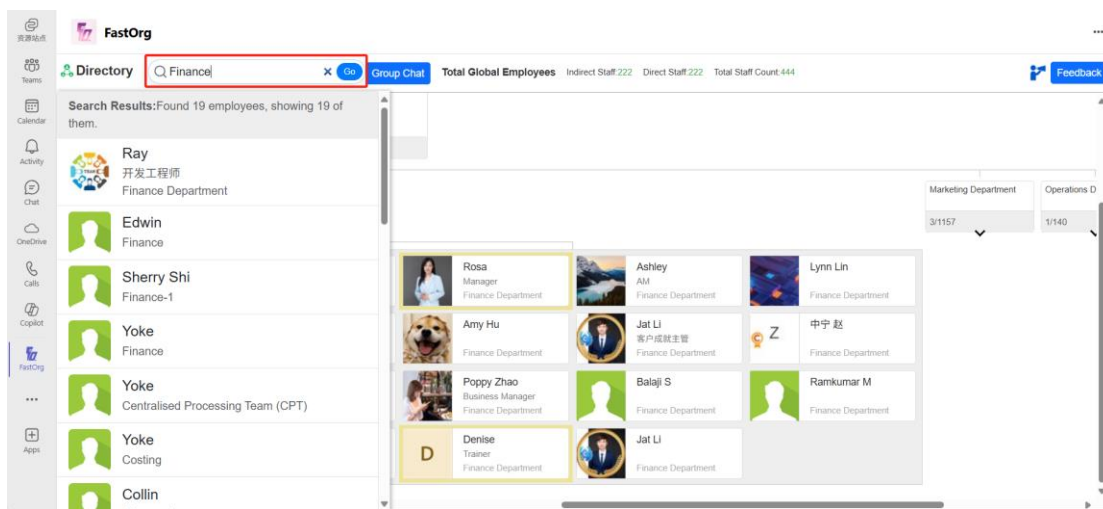


Clicking a department or manager card will automatically expand its sub-department and display the number of direct reports and the total headcount.

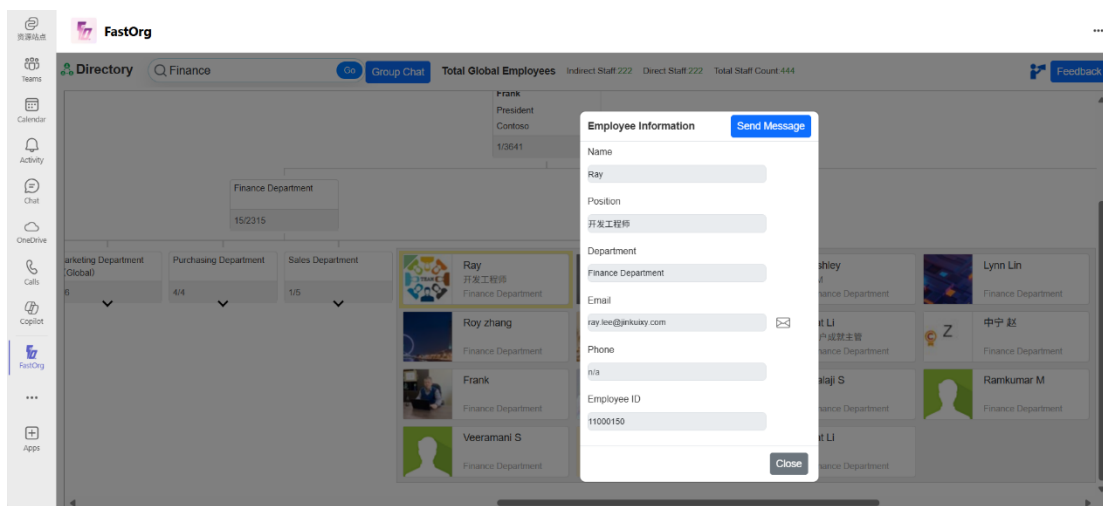


5.2 Search People

Search for people in the organizational structure using keywords such as name, email, phone number, or department.

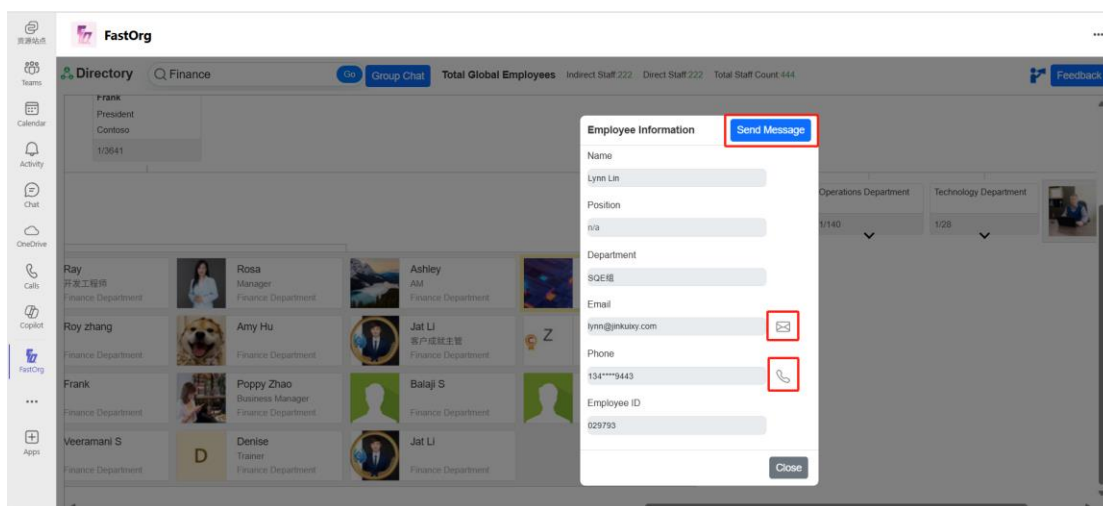


After clicking a person in the search results, the interface will automatically navigate to their department and display their profile card.



5.3 View Employee Information and Start a Conversation

Click an employee's avatar to open their profile card. From there, you can start a Teams chat, send an email, or make a phone call (calling is only supported on mobile devices).



5.4 Start a Group Chat with Multiple Departments and Employees

Click the **Group Chat** button, select multiple departments and employees, then click **Start**.

