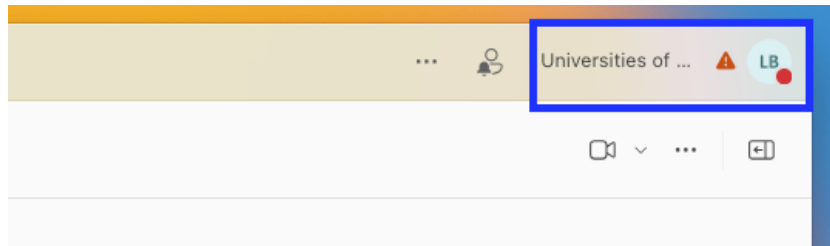
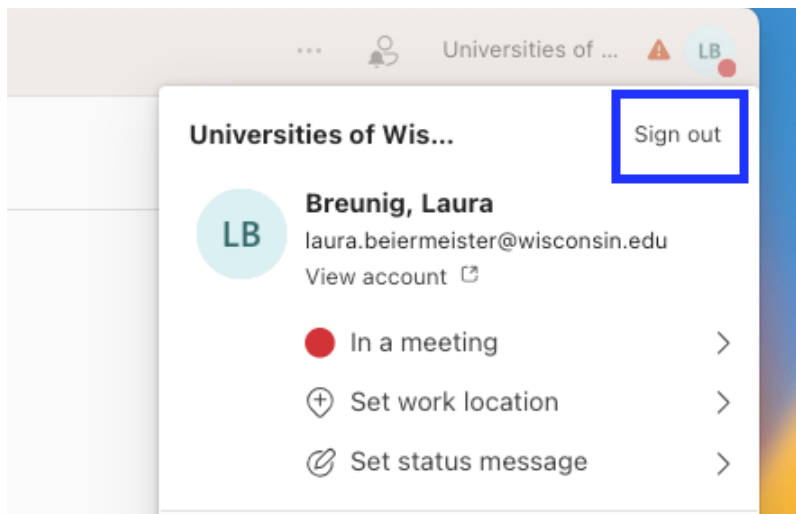


Team's Phone Move Instructions

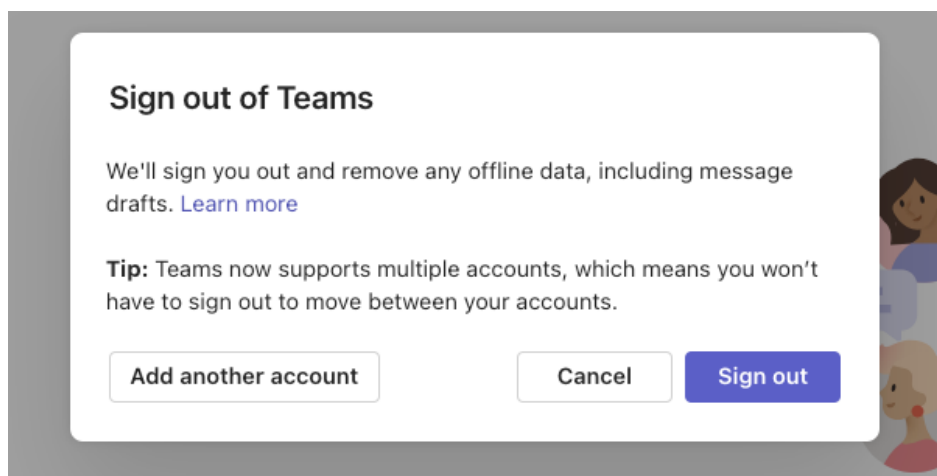
1. Log out of the Team's app.
 - a. Select your profile at the top of the application.



- b. Select Sign Out.

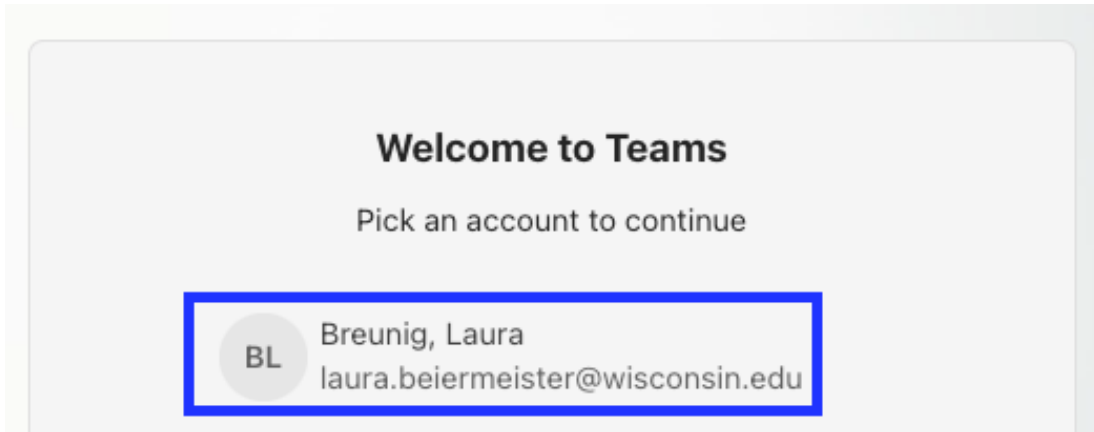


- c. Select Sign Out.



2. Log back in to Teams

a. Select your account



b. Input your password.



Sign In

Username

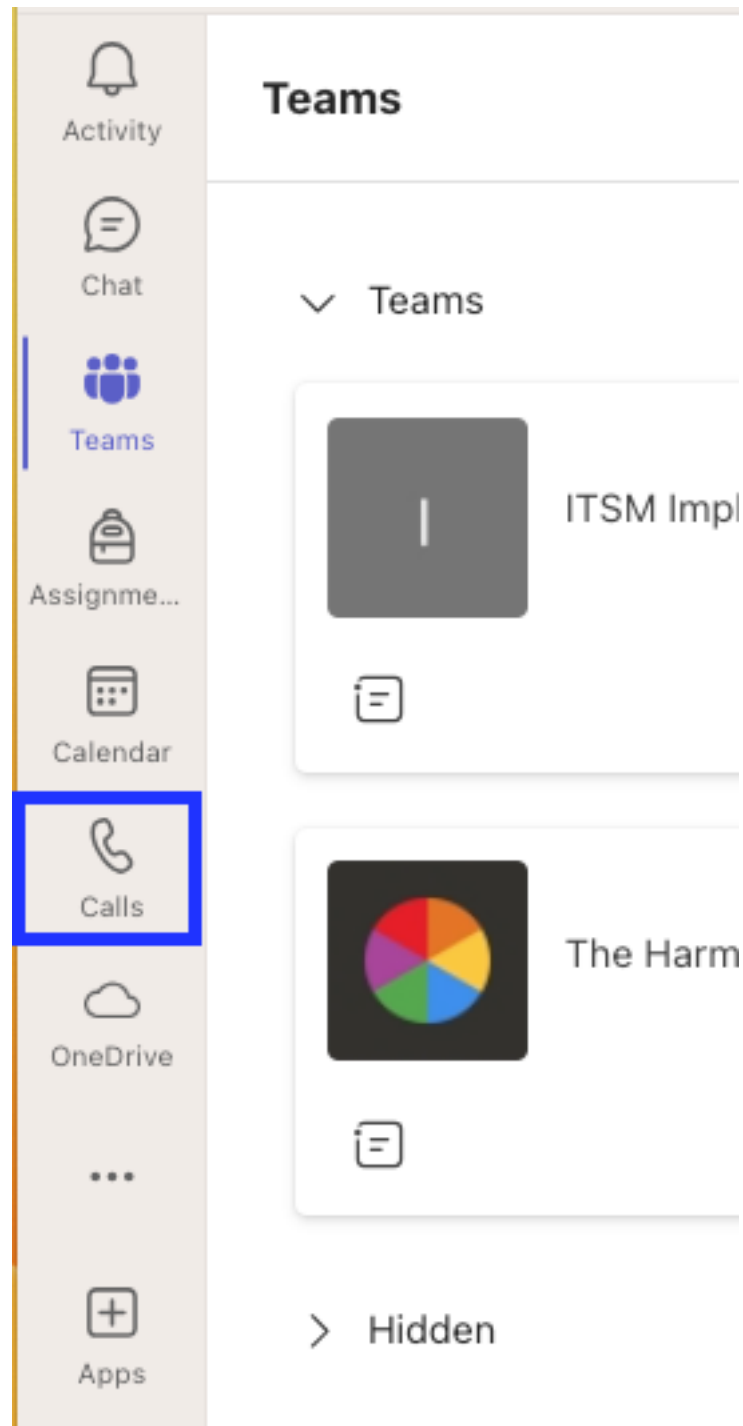
laura.beiermeister@wisconsin.edu

Password

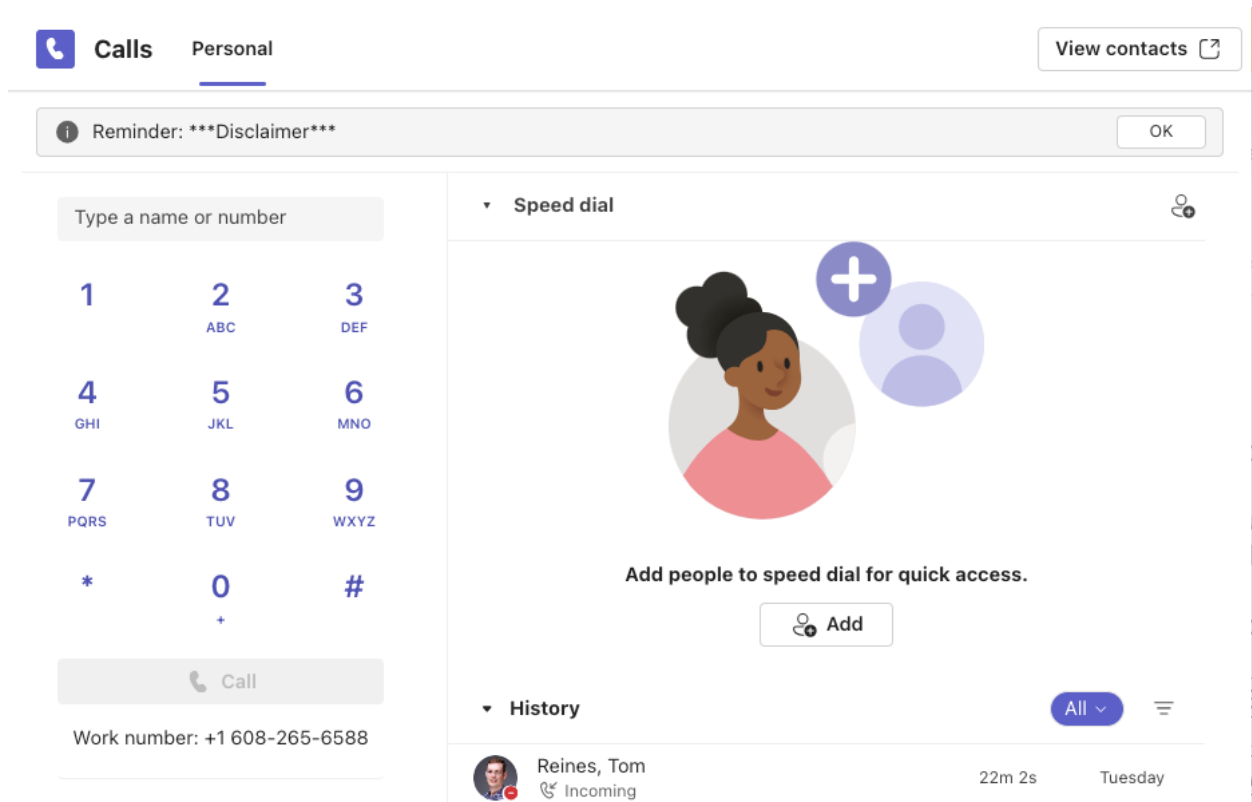
Keep me signed in

Sign in

- c. After completing two factor authentication you should be signed back into your Team's account. Go to the Calls tab on the left handrail.



d. You should now see the below screen which includes a dial pad and call history.



- e. You are ready to start using your phone in Teams.
- f. You will find your phone number below the dial pad labeled Work Number:

IMPORTANT REMINDER: When dialing 911 using Teams, the office address registered in the Universities of Wisconsin’s Human Resource System (HRS) database will be automatically sent to the 911 operator. Please provide the 911 operator with your precise location at the time of the 911 call to ensure swift assistance.