

## **Setting up e911 on Microsoft Teams Desktop**

First, open your Microsoft Teams desktop app.

Click the “Calls” Icon located in the left navigation pane.

Click on the Map Pin icon located below the number pad.

From the dropdown menu, click add.

Enter your location in the address field and add a unit or floor number if applicable. Then click confirm.

You may need to enter your address manually; you can do that by clicking “Enter Address Manually.”

Fill out your address information and click Add.

Your e911 location is now set up.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335