

## Finding Your Work Number on the Microsoft Teams Desktop App

To find your work number on the Microsoft Teams Desktop App, open the Microsoft Teams app and click “Calls” on the left-hand side.

On the left-hand side under your dial-pad you will see your work number. People can call you by dialing this number or others within the University can dial 3, then the last four digits of this number.

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