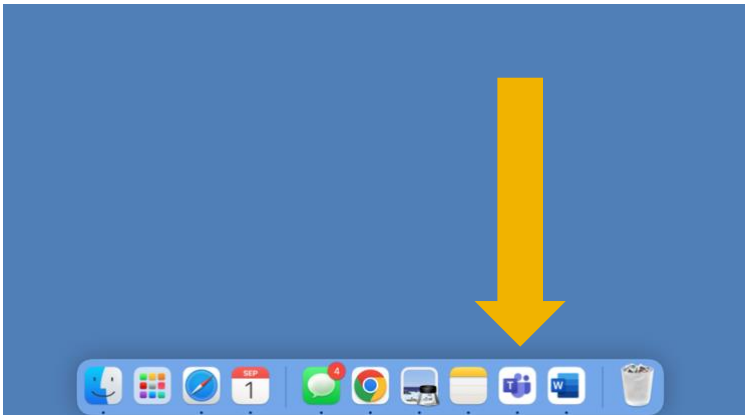
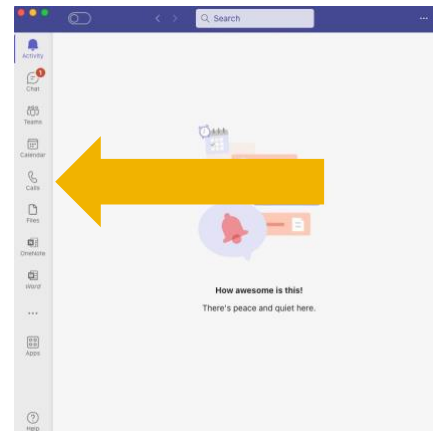


# SETTING UP E911 ON MICROSOFT TEAMS

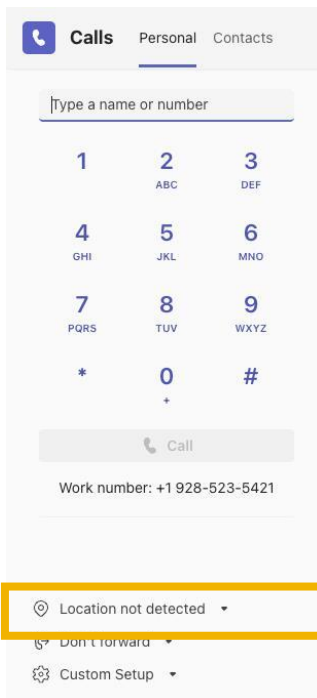
On desktop



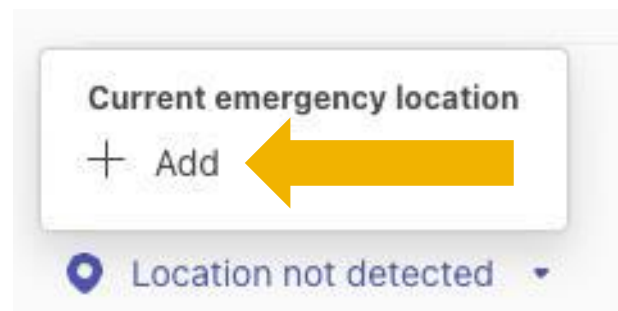
First, open your Microsoft Teams desktop app.



Click the "Calls" Icon located in the left navigation panel.



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



From the dropdown menu, click add.

Have questions? Call the Service Desk  
928.523.3335 or open a Service Now ticket

## Manage your location

Keep your address up to date so you can share your location with others and in case of an emergency.

Address

1900 West 1900 South, Prairie, IN 46348, US

Enter address manually

Unit number - Optional

Add a unit or floor number

Cancel

Confirm

Click on the 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."

## Manage your location

Keep your address up to date so you can share your location with others and in case of an emergency.

Street number \*

Street number

Street name \*

Street name

Floor / Unit number

Floor / Unit number

City \*

City

State \*

State

Zip code \*

Zip code

Country/Region \*

Country/Region

Help find my address

Cancel

Add

Fill out your address information and click Add.

Your e911 location is now set up.

Have questions? Call the Service Desk  
928.523.3335 or open a Service Now ticket