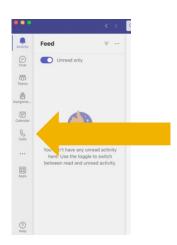
## FINDING YOUR WORK NUMBER ON MICROSOFT TEAMS

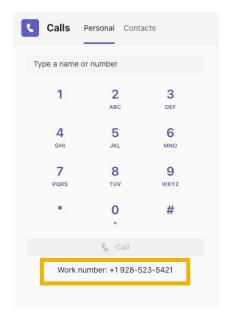
On desktop



To find your work number on the Microsoft Teams Desktop App, open Microsoft Teams app.



Click "Calls" on the left-hand side.



On the bottom of the 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.