Audio Conferencing

Using and Resetting Your PIN
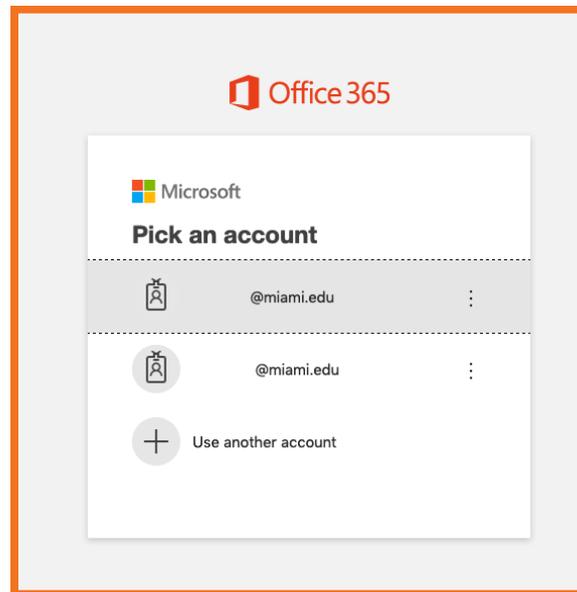
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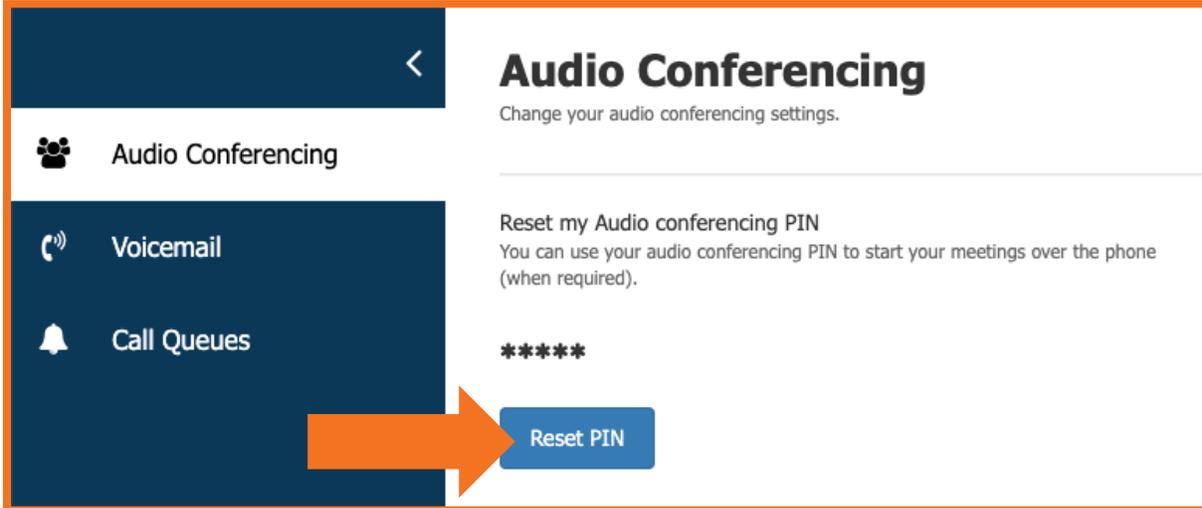# Do I need to use a PIN every time I call into a meeting?

Most of the time you don't need a PIN when you call into a Teams meeting with a phone. All you need is the phone number and Conference ID, which you'll find in the meeting invite.
You only need a PIN if:
- You're the meeting leader (presenter), and calling from a phone that isn't connected to your account, such as a personal cell or home phone.
- You're an attendee, but the meeting is locked and you need to be identified before joining.

How do I find or reset my PIN?

There are two ways to reset your PIN:
1. Using an existing Teams meeting
2. Using the Audio Conferencing Settings website

Use an Existing Teams Meeting

1. Open an existing Teams meeting in your calendar. It does not have to be one you created.
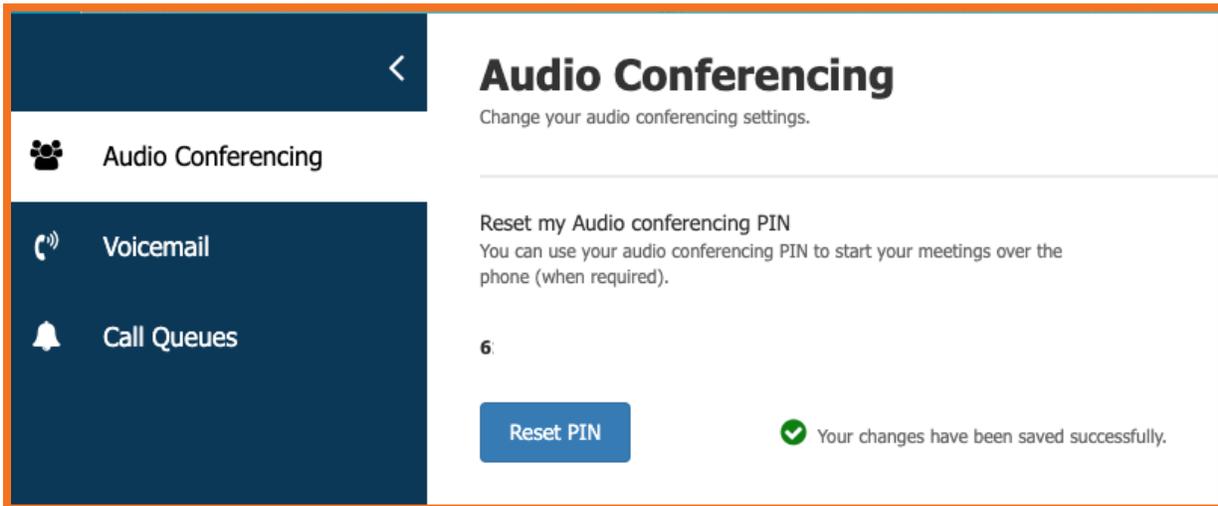2. Click **Reset PIN** in the meeting details.

3. Select your email address from the list that appears if prompted.
4. Sign in using your email address and password if prompted.
5. Complete the Duo prompt as well.

6. You will be taken to the Audio Conferencing page. Click **Reset PIN** in the window that appears.
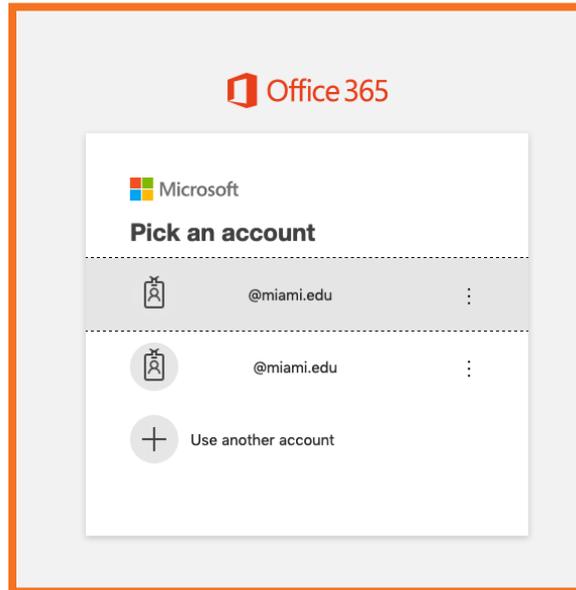

7. Your new PIN will replace the asterisks.
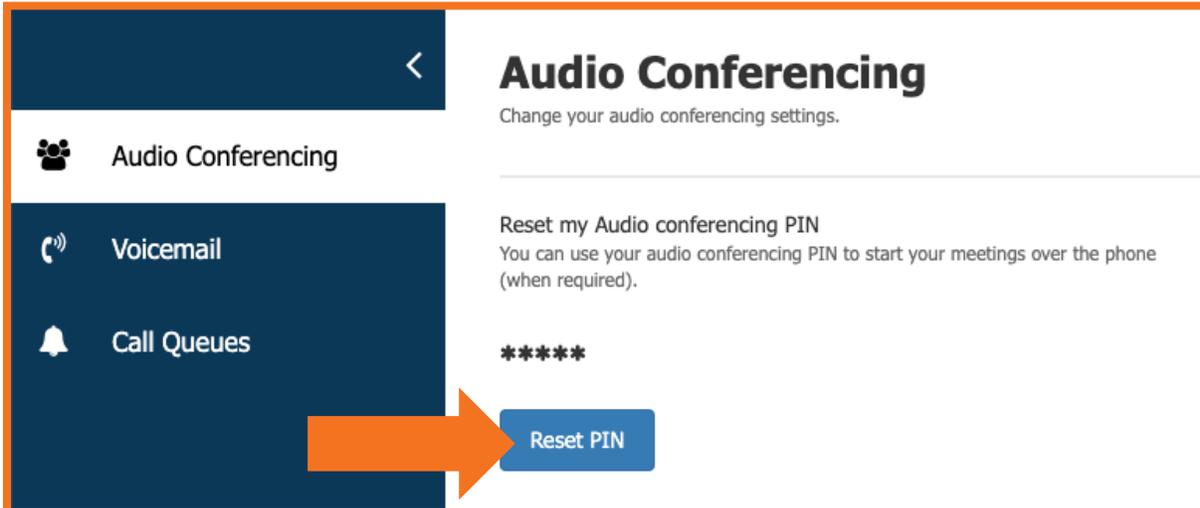8. Make a note of your PIN.

Audio Conferencing Settings Website

1. Go to https://admin0m.online.lync.com/lscp/usp/pstnconferencing .
2. Select your email address from the list that appears if prompted.
3. Sign in using your email address and password if prompted.
4. Complete the Duo prompt as well.

5. Click **Reset PIN** in the window that appears.

6. Your new PIN will replace the asterisks.
7. Make a note of your PIN.