

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.

Weekly Meeting		
Organizer		
Time	Wednesday, August 28, 2019 4:00 PM-4:30 PM	
Location		
Response	✓ Accepted Change Response	
This is our weekly meeting		
Join Micro +1 786	s Teams Meeting nited States, Miami (Toll)	
Conference ID	#	
Local numbers Reset PIN Learn more about Teams Meeting options		
In Shared Folder	🖧 Calendar - @miami.edu	



- 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.

Office 365		
Microsoft Pick an account		
A @miami.edu :		
@miami.edu :		
+ Use another account		





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

	<	Audio Conferencing	
迹	Audio Conferencing	Change your audio conferencing settings.	
۲»	Voicemail	Reset my Audio conferencing PIN You can use your audio conferencing PIN to start your meetings over the phone (when required).	
•	Call Queues	****	
		Reset PIN	

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

		<	Audio Conferencing Change your audio conferencing settings.	
***	Audio Conferencing			
(»	Voicemail		Reset my Audio conferencing PIN You can use your audio conferencing PIN to start your meetings over the phone (when required).	
٨	Call Queues		6:	
			Reset PIN Vour changes have been saved successfully.	



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.

	Office 365	
	Microsoft Pick an account	
	Ā @miami.edu į	
	🖄 @miami.edu :	
	+ Use another account	
	UNIVERSITY OF MIAMI	
	Sign in with your UM Credentials:	
March 1	Password	
	Sign in To manage and/or recover your CaneID password, please visit the CaneID Self-Service webpage: https://caneidhelp.miami.edu	



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

	<	< Audio Conferencing	
<u></u>	Audio Conferencing	Change your audio conferencing settings.	
("	Voicemail	Reset my Audio conferencing PIN You can use your audio conferencing PIN to start your meetings over the phone (when required).	
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