

Logging into Microsoft Teams on a Yealink Desk Phone

1. If the Yealink desk phone is already plugged into the network, proceed to step #2.

If you are replacing an older desk phone, simply swap the network cables from the old phone to the new phone, paying attention to the jacks labeled “Internet” (🔌) and “PC” (💻).

If there was no previous desk phone, connect the network cable from the wall to the back of the phone labeled “Internet” or with this symbol: 📶

If you have a computer with a wired network connection, connect a network cable from the computer to the back of the phone labeled “PC” or with this symbol: 💻

➔ ➔ **NOTE: Do not connect two network cables from the wall to the phone!** ⬅ ⬅

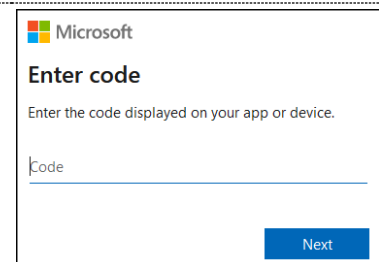
2. Once the desk phone starts up, you will see directions on the phone.

- If the phone is logged into a different person, tap the profile picture in the top left, tap **Settings**, then scroll down and tap **Sign out**.
- If you do not see the screen to the right, you may need to tap **Sign in**.
- You may also need to tap **Sign-in options**, then **Sign in from another device**.



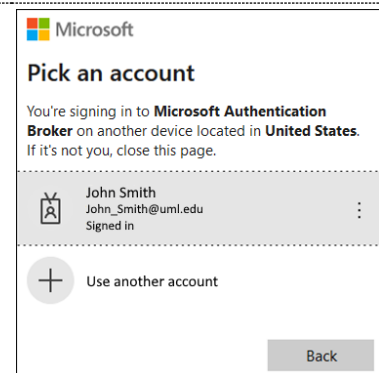
3. Complete the remaining steps using your computer’s web browser:

- a) Go to the web page displayed on the phone: microsoft.com/devicelogin
- b) Enter the code displayed on the phone: in this example, **ESJQ2SN6Y**
- c) Click **Next**

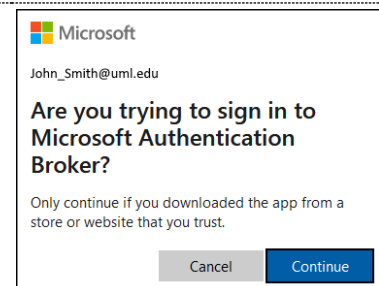


4. At the next prompt, sign in with your standard UMass Lowell credentials.

- If you are already logged in, you may just be prompted to select your name.
- You may also be prompted for a multifactor authentication.
- If you are signing into the desk phone using a service account, you will need to use the credentials for that service account.



5. You will be asked to confirm the login – click **Continue**:



6. The desk phone will complete the login process.

If you have any questions, please contact TechServices at help@uml.edu or 978-934-4357.