



e911 Skype for Business Location Settings

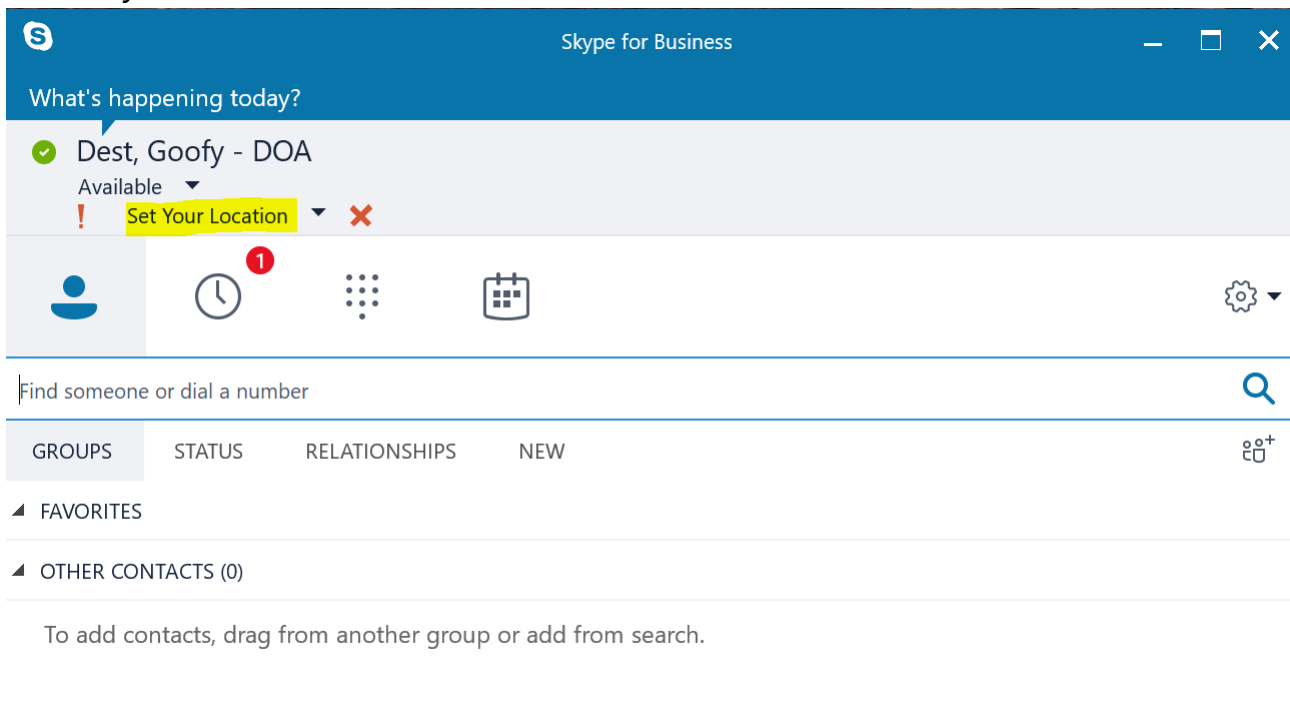
Please Note - Setting up your location does NOT provide it to management or other users. This is purely for e911 services only

The Ray Baum Act goes into effect on January 6, 2022, and this requires any VOIP line to electronically transmit the caller's location to the appropriate 911 PSAP (Public Safety Answering Point) in case of emergency.

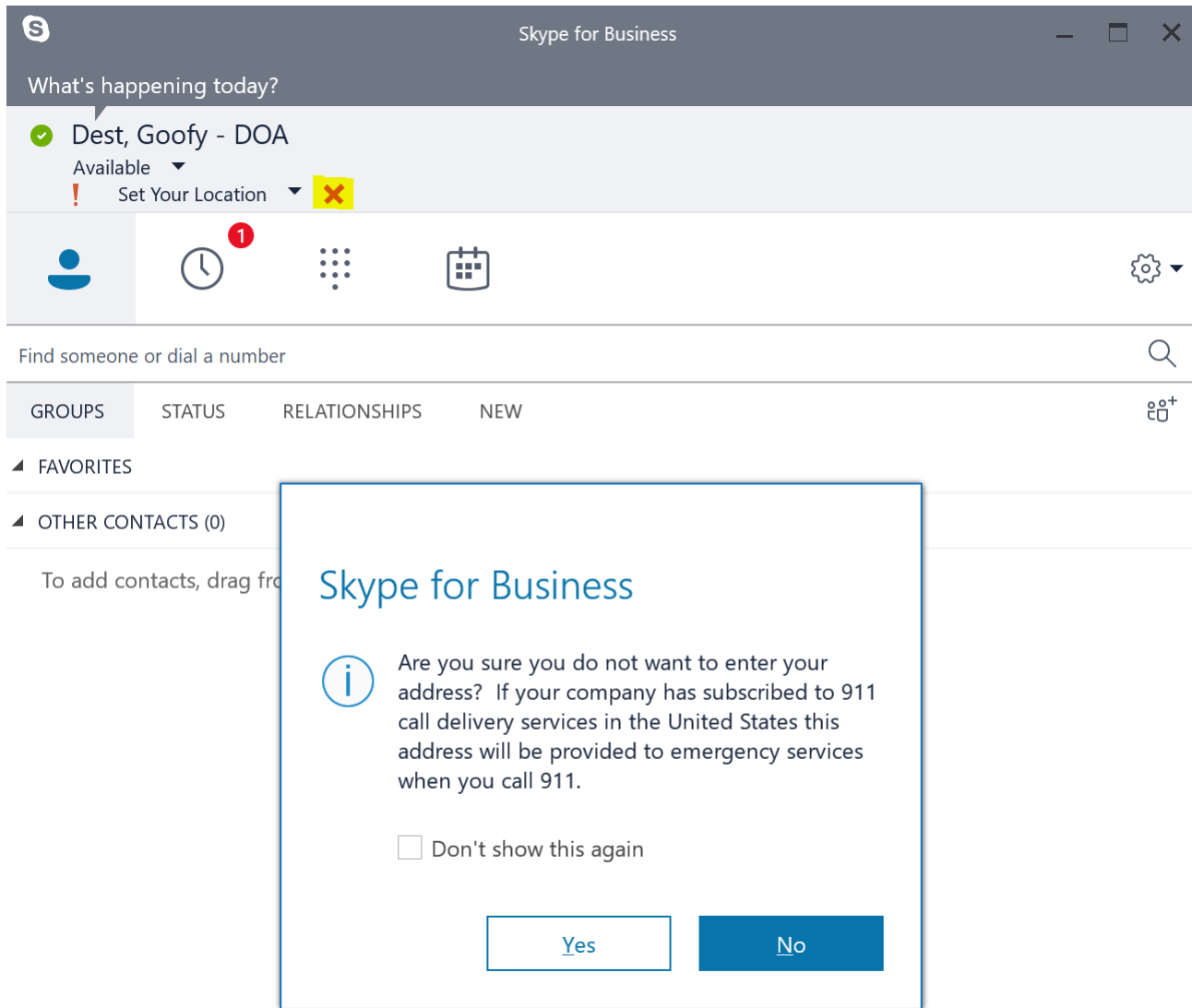
It is expected that users set their location to their current address whether they are in a state facility or at another location. This location may be your state office building address and floor, your home, your favorite coffee shop - wherever you are working for the day.

Here are the steps to set your location in Skype for Business:

1. When you first start the client and a location is not identified, it will ask you to set your location:



2. If you try to dismiss by clicking the red X, a message will pop up:



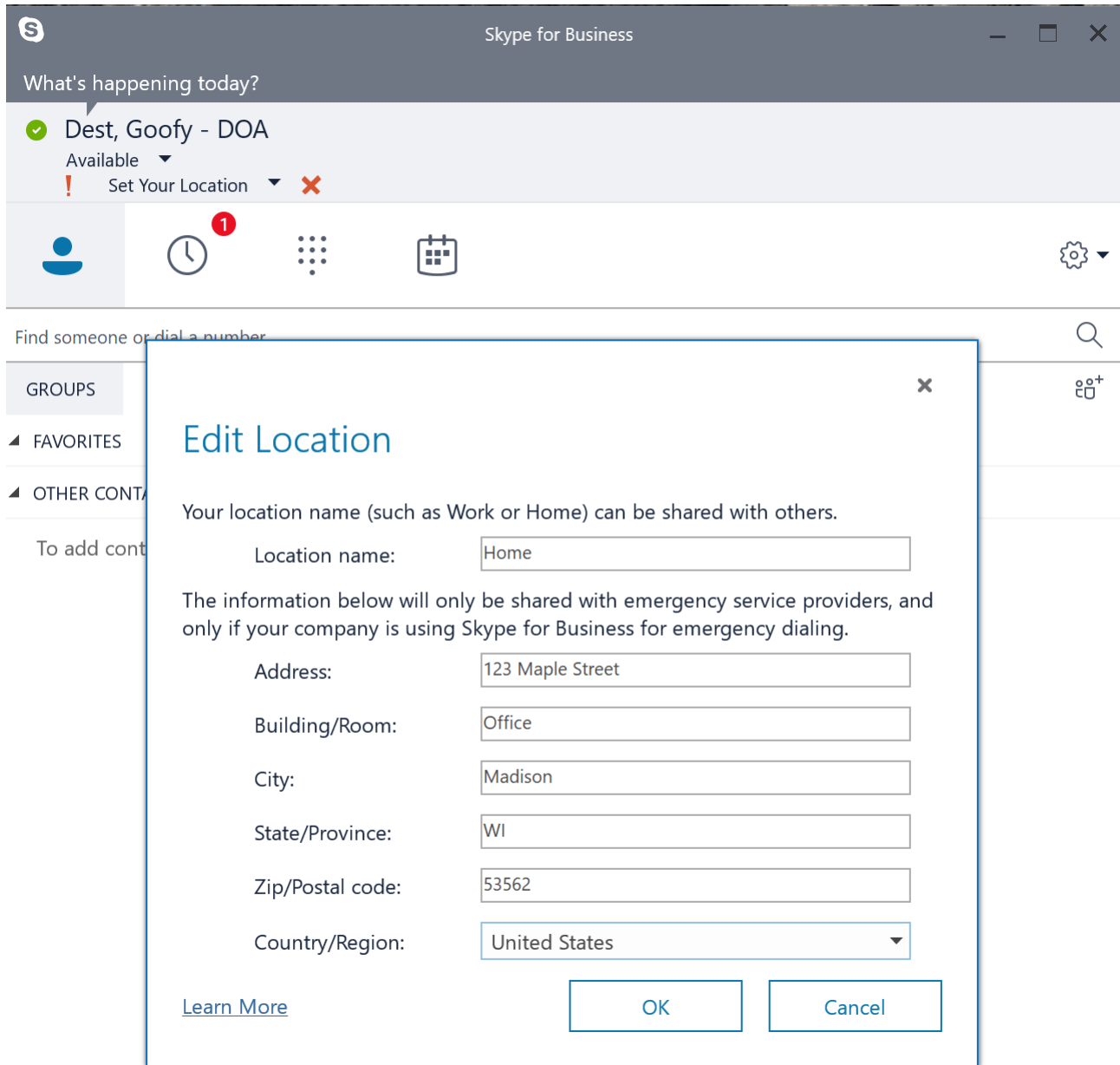
The image shows a screenshot of the Skype for Business application window. The title bar reads "Skype for Business" and includes standard window controls. Below the title bar, the main interface displays a contact card for "Dest, Goofy - DOA" with a status of "Available" and a "Set Your Location" button with a red X icon. A navigation bar contains icons for profile, clock, contacts, calendar, and settings. Below this is a search bar and a list of contact categories: "GROUPS", "STATUS", "RELATIONSHIPS", and "NEW". A "FAVORITES" section is partially visible, along with "OTHER CONTACTS (0)".

A dialog box is overlaid on the interface, titled "Skype for Business". It contains the following text:

Are you sure you do not want to enter your address? If your company has subscribed to 911 call delivery services in the United States this address will be provided to emergency services when you call 911.

Below the text is a checkbox labeled "Don't show this again". At the bottom of the dialog are two buttons: "Yes" and "No".

3. If you click on "Set Your Location", you will be prompted for your address information (when in the office, users should set the Floor they are on as the Building / Room):



Skype for Business

What's happening today?

Dest, Goofy - DOA
Available
! Set Your Location

Find someone or dial a number

GROUPS

FAVORITES

OTHER CONTACTS

To add contact

Edit Location

Your location name (such as Work or Home) can be shared with others.

Location name:

The information below will only be shared with emergency service providers, and only if your company is using Skype for Business for emergency dialing.

Address:

Building/Room:

City:

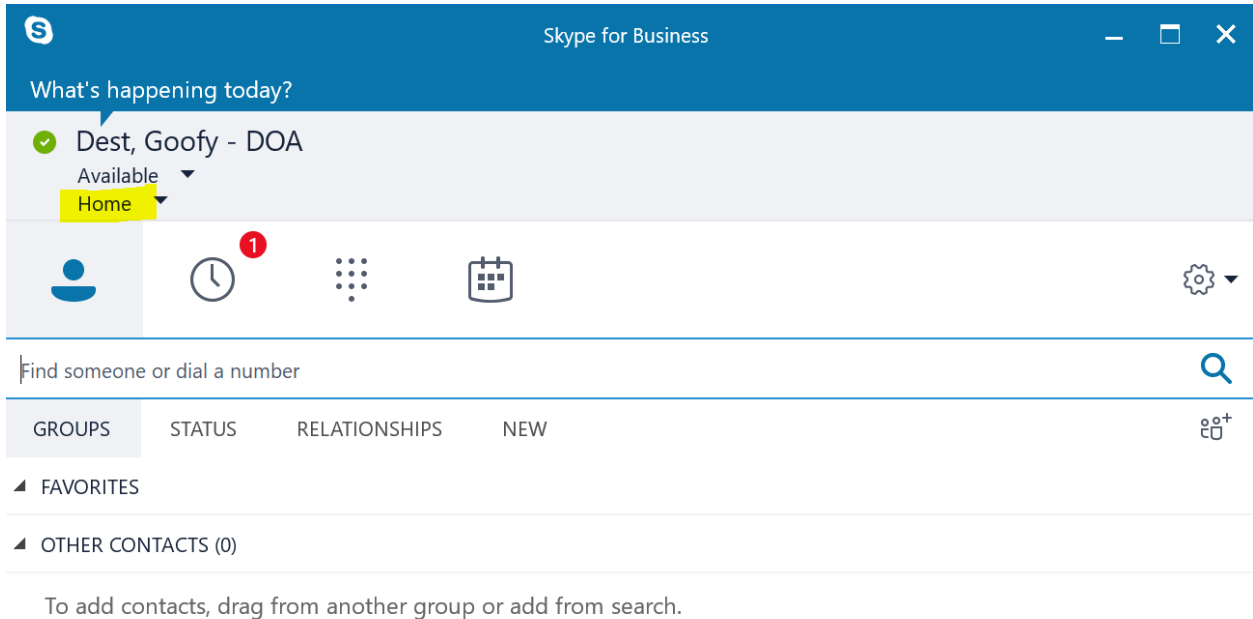
State/Province:

Zip/Postal code:

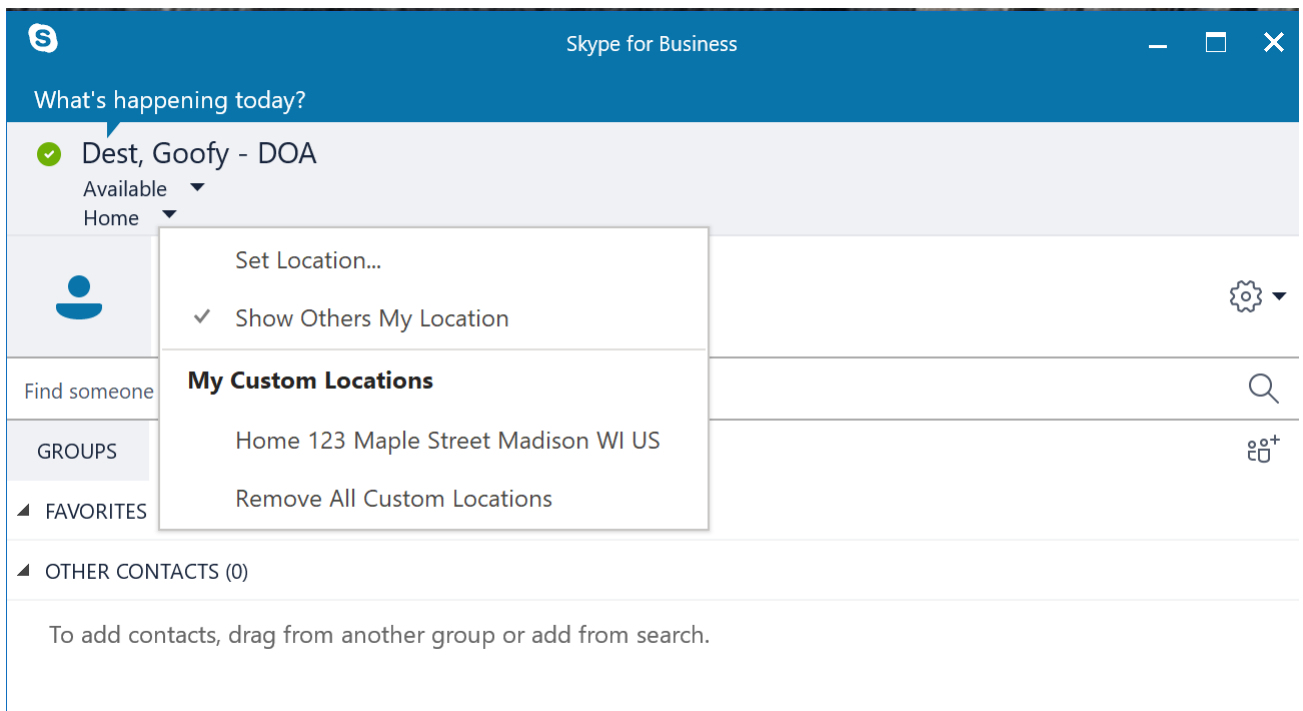
Country/Region:

[Learn More](#)

4. Once you enter and press "Ok", it will list your Location name:



5. It will save it as a Custom Location and will allow you to select from these when multiple Custom Locations have been saved and you move between locations / networks. Locations recalled based on Network information and stored in the Skype4B system will auto populate and override any Custom Location information.



Email [Matt Michel](#) with any Ray Baum Act / e911 questions.