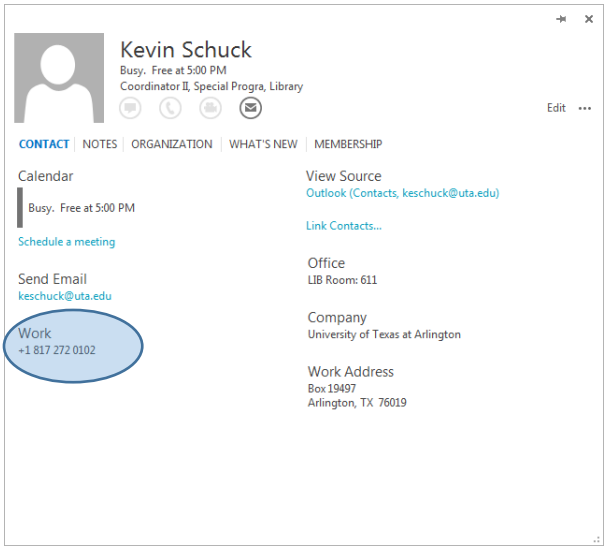
Verifying and Correcting the Phone Number used for Microsoft Outlook

Why is it important to verify that the phone number is correct and updated? Because, others across campus will click on the Outlook Address Book looking for a phone number and will not get what they expect when they make the call. If you are a new employee, most likely you will end up with a default phone number.



1. Log into UTShare
2. Select Main Menu > Employee Self-Service > Personal Details > Contact Details
3. Under the heading "Phone Numbers", click the "Change phone numbers" button
4. If you have an entry under "Phone Type" for "Business", make sure it is correct. If not change it and then click the "SAVE" button.
5. If you do not have an entry under "Phone Type" for "Business"
    a. Click on the "Add Phone Number" button
    b. For Phone Type, click the drop down and choose "Business"
    c. Enter in the correct phone number
    d. Make sure the box under "Preferred" is checked
6. Click the "Save" button