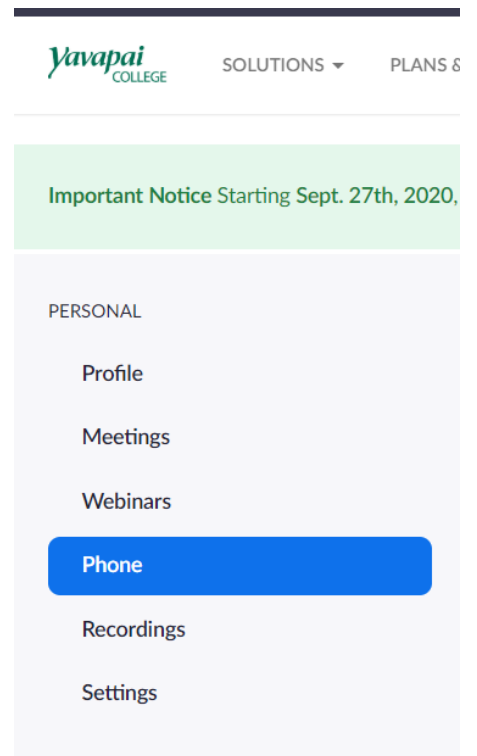


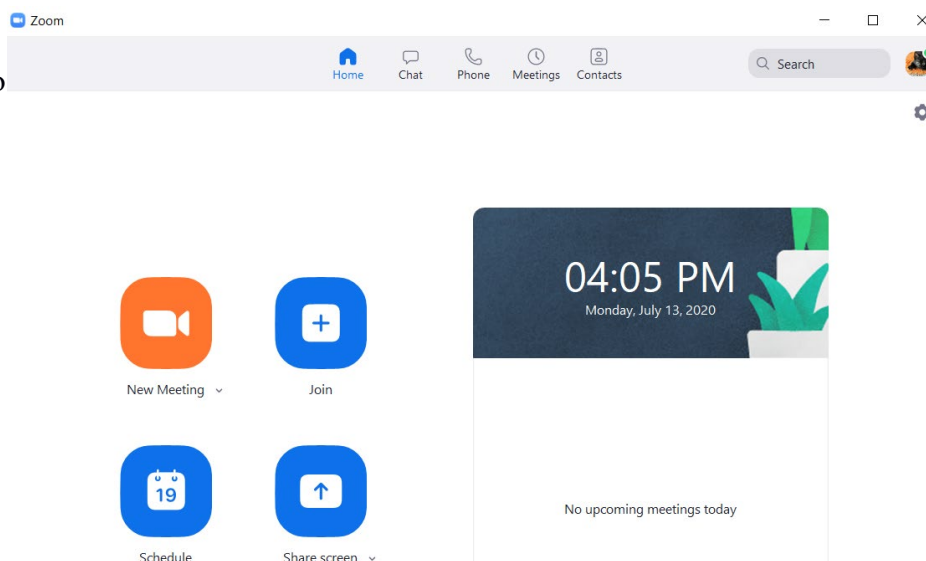
Changing the Emergency Address for Zoom Phones

This is the address that emergency services will automatically see if you call 911 from your Zoom phone.

To add a personal address (or different address than your organization) go to your Zoom phone settings. You can reach this page by logging into <https://yavapai.zoom.us> and clicking on the **Phone** tab on the left menu, as seen here:



You can also access this menu by going to **Settings** in the Zoom client, selecting **Phone**, and clicking the link to **My Account Online**



- Phone
- Chat
- Virtual Background
- Recording

Dial local calls without dialing country and area code first

To review or change your settings, please access [my account](#) online

Hide incoming calls while in a Zoom meeting

A browser will launch and take you to yavapai.zoom.us. You may need to sign in if you were not signed in with SSO.

Once you have reached the **Phone** tab, click the **Manage** link under **Personal Emergency Address**.

Yavapai COLLEGE SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE

PERSONAL

- Profile
- Meetings
- Webinars
- Phone
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Phone System Management
- > Account Management
- > Advanced

History Voicemail Recording Settings

Site Prescott Campus (Main Site)

Company Number (928) 223-6484 #8123

Number(s) (928) . . .

Calling Plan(s) US/CA Unlimited Calling Plan

Emergency Address ⓘ 1100 E SHELDON ST, BLDG 1, PRESCOTT, Arizona, United States [Manage](#)

Personal Emergency Address
[Manage](#)

Outbound Caller ID [dropdown menu]

Country [dropdown menu: United States of America (+1)]

Area Code ⓘ 928 [Edit](#)

Click **Add** to add a new address.

[Phone](#) > [Settings](#) > Personal Emergency Address

Personal Emergency Address

Add

Search for an address

Enter your address information and click **Save**.

Add Personal Emergency Address

This address will be shared with your account's administrator(s). In the event of an emergency call, it may be shared with the Public Safety Answering Point and with members of the account's Internal Response Team.

Country/Region

Street Address [Example](#)

Address Line 1

Address Line 2 (Optional)

State/Province/Territory

City

Zip/Postal Code