

### MICROSOFT TEAMS DEVICES

This guide describes how you can upgrade and configure your Microsoft Teams devices (desk- and conferencing phones) in Office 365.

Start by connecting the phone to the network and log in with a Microsoft Teams username and password using the touch screen on the phone.

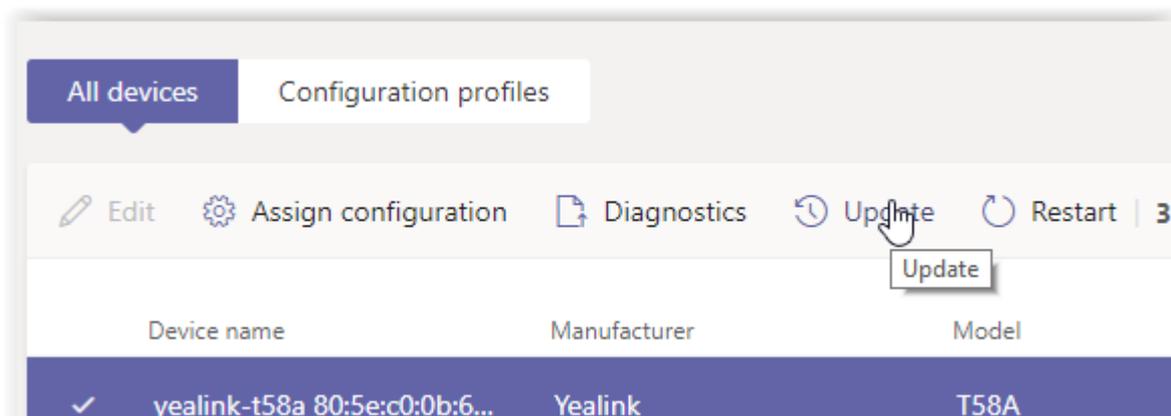
On your computer, go to <https://admin.teams.microsoft.com/> and log in using an administrator account. Go to **Devices** -> **Manage Devices**

All phones will show up here after a user successfully signed in to the device. Information about model, user signed in, if the device is online or not (this is not 100% reliably, sometimes the device is online but shows up as offline) and if any updates are available will be showed here.

| Device name                    | Manufacturer | Model | User          | Status  | Action                  | Last seen             | History |
|--------------------------------|--------------|-------|---------------|---------|-------------------------|-----------------------|---------|
| yealink-t58a 80:5e:c0:0b:6...  | Yealink      | T58A  |               | Offline | 1 Update available      | Feb 15, 2019, 1:31 AM | View    |
| yealink-t58a 80:5e:c0:0b:6...  | Yealink      | T58A  | Per Hubinette | Offline | 2 Updates available     | Jan 29, 2019, 1:11 PM | View    |
| yealink-t56a 80:5e:c0:0e:f3... | Yealink      | T56A  | Per Hubinette | Online  | Config Update Initiated | Feb 21, 2019, 3:38 PM | View    |

### UPDATE A DEVICE

The first thing you should do is making sure the phones have the latest updates, this is done by selecting all devices and click **Update**. Make sure you leave the phones 'as is' when updating, do not disconnect the phone during the upgrade. Note; it is important to have the latest version of *Teams Application for IP Phones* installed.



### CONFIGURATION PROFILE

You can also create one or more **Configuration profiles** to get a default profile to your devices. This is especially useful if the phones are spread among different countries, time zones and languages. You can assign configuration profiles to one or many devices at the same time.