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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**

*Enterprise IT Services Division*

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**MEMORANDUM**

December 9, 2020

TO: Office 365 Users

FROM: Alan Cunningham, State CIO  
Department of Administration  
Enterprise IT Services Division

SUBJECT: **Microsoft Teams Audio Conferencing Licenses for O365 Users**

Yesterday, EITS activated licenses that enabled Microsoft Teams audio call-in options for all Office 365 licenses in the state tenant. Users may have received an email from Microsoft notifying them of the activation of the licenses. Below is an example of the email users may have received. Please be aware that **this email is legitimate and not a phishing attempt**. EITS was not aware that activating the licenses would trigger the notification, and we apologize for any concern or confusion this may have caused. We would also like to thank the thoughtful users out there who followed the security behaviors we promote: pause, think before you click, and report any suspicious email using the “Phish Alert Report” button in Outlook.

Here are some key points to note about the new licenses:

- EITS has secured licenses for audio conference call-in numbers for all current Office 365 users. The new functionality will allow participants who don't use the Teams application to join Teams meetings.
- The licenses were rolled out on 12/08/2020. These licenses are available free of charge until 06/30/2022, under a promotion. Agencies that have already purchased licenses will continue to pay for those licenses, as per their current contracts.
- No user action is required to implement this added functionality. The audio call-in information will be automatically added to any meeting scheduled by the user in Teams.
- Any questions should be directed to the State CIO, Alan Cunningham:  
[alancunningham@admin.nv.gov](mailto:alancunningham@admin.nv.gov)

## Example of notification email

You now have Audio Conferencing for Microsoft Teams or Skype for Business Online – Here is your dial-in information and PIN

Office 365 Audio Conferencing has been turned on for your account. With Audio Conferencing, you and your meeting participants can join by phone.

<b>Name:</b>	Jane Doe
<b>Account:</b>	JaneDoe@agency.nv.gov

### Your Audio Conferencing information

Here are the credentials that you and your meeting participants can use to join by phone. This information will be added to any Skype for Business or Microsoft Teams meetings you create. To join a meeting by phone, dial the conference phone number and enter the conference ID.

<b>Conference phone number:</b>	+1 (775) XXX-XXXX
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Note: You can get additional phone numbers by clicking the "Find a local number" link in your meeting invites.

### Your Audio Conferencing PIN

As the meeting organizer, you'll need to enter your PIN to start your meeting when you're the first person to join and you join by phone. As with any PIN, keep it confidential. You can reset your PIN via the reset PIN link that is included in your meeting invites or by contacting your Office 365 admin.

<b>Audio Conferencing PIN:</b>	XXXXX
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This is an automatically generated service communication. For more information, please contact your administrator.