

# Microsoft 365 Sharing Mobile Number With Coworkers

Employees who wish to be reachable by other employees while traveling, off work hours, or otherwise away from their computers may wish to make their mobile phone number known.

Feel free to mix and match from these options - they are not mutually exclusive. You may choose to do all or none of these.

There is no company requirement to share your mobile number with other employees.

Many members of staff have chosen to only be reachable at their company phone number and not to share their personal, private phone number with anyone. You may choose to install the Zoom app on your mobile device to allow you to make and receive calls from Zoom the same as you would from your computer. Alternatively, [Zoom can be configured to simultaneously ring through to another number of your choice](#), effectively forwarding calls to your personal number.

If there are any questions about the specific requirements for your job duties, please discuss them with your manager.

## Option 1 - Put your mobile number in your e-mail signature

Build your e-mail signature using [the Folience Signature Builder tool](#). When filling out your information, be sure to fill in the mobile number and check the box next to the field.

Shared Services ▼

Keanu Reeves

Demonstration User

keanu@folience.com

319-200-5555

555-843-1999 ✓

Enable COY: ☒

Enable Bookings: ☐

Enter Bookings URL

Copy Signature to Clipboard

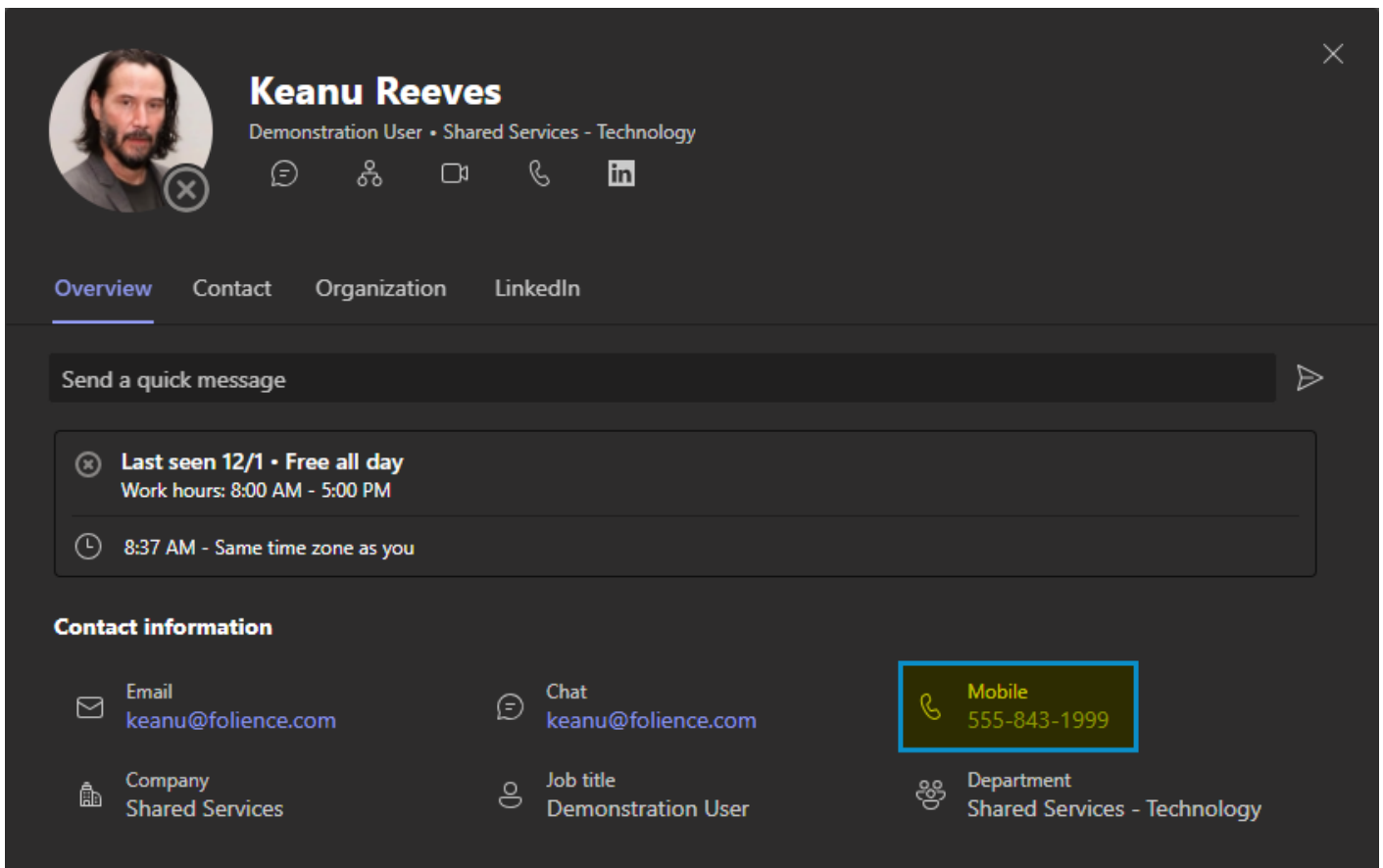
When the checkbox is checked, the mobile phone field is included in the signature and able to be copied into Outlook.



Find full information on using the Signature Builder Tool [by clicking here](#).

## Option 2 - Have IT put your mobile number in your Exchange Online profile

The mobile number that appears in Outlook and Teams can be set by the IT team. This is may be useful to have populated because it is the number that will appear when someone searches for you in the Outlook Mobile App on their phone.



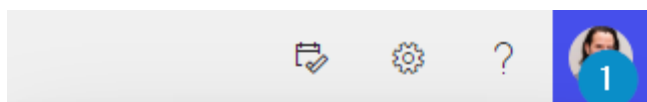
The screenshot shows a user profile for 'Keanu Reeves' in a Microsoft 365 environment. The profile includes a profile picture, name, and title 'Demonstration User • Shared Services - Technology'. Below the name are icons for email, chat, video, phone, and LinkedIn. The 'Overview' tab is selected, showing a 'Send a quick message' bar and status information: 'Last seen 12/1 • Free all day' with work hours '8:00 AM - 5:00 PM' and a clock icon indicating '8:37 AM - Same time zone as you'. The 'Contact information' section lists: Email (keanu@folience.com), Chat (keanu@folience.com), Mobile (555-843-1999, highlighted with a red box), Company (Shared Services), Job title (Demonstration User), and Department (Shared Services - Technology).

If you wish to have this number populated or updated, please send an [e-mail to the helpdesk](#) with the new number that you would like used and we will update it for you.

## Option 3 - Put your mobile number in your Delve profile

Delve is your personal profile page in Microsoft 365 Online.

1. To access this profile, navigate to <https://www.office.com>. Click your profile picture in the top right corner, then **My Microsoft 365 profile**.



Folience

Sign out



**Keanu Reeves**

Keanu@folience.com

[View account](#)

[My Microsoft 365 profile](#) 2



Sign in with a different account

2. Click the **Update Profile** button

**Update profile**

3. Click **Add mobile**

[Keanu Reeves](#) > Update your profile

Contact information

About me

Projects

Skills and expertise

Schools and education

Interests and hobbies



Contact information

Personal information

Keanu Reeves

Demonstration User

Shared Services - Technology

Contact me

[keanu@folience.com](mailto:keanu@folience.com)

Web links

[My OneDrive](#)



Add birthday



Add home phone



**Add mobile**

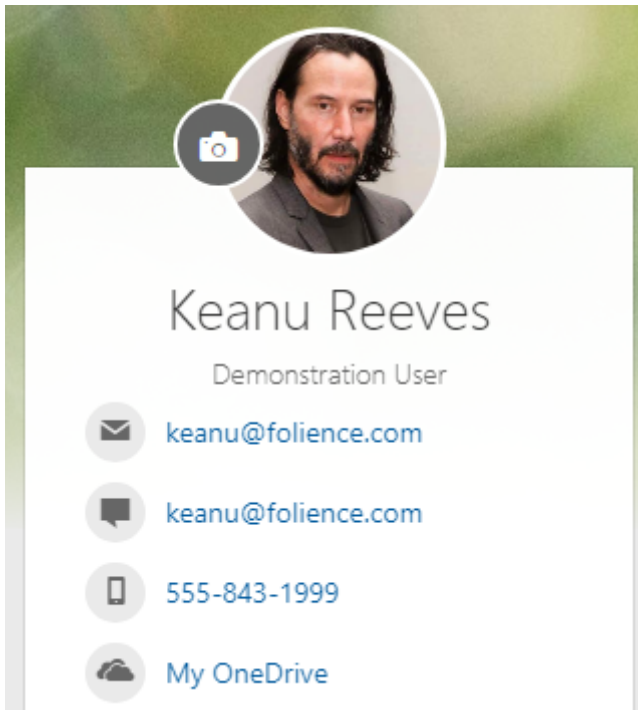


Add fax

4. Enter the number and click the check mark.



5. Anyone checking your Delve profile in Office 365 will see your Mobile Number.



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Revision #8

Created 15 December 2023 14:43:00 by Alex Gallegos

Updated 27 September 2024 15:16:15 by Paul Nus