# Update Your E911 Address

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8x8 makes it easy to work on the go. Make sure your business phone E-911 address stays up-to-date as you switch to your home or mobile office.



## Step 1:

Click on the gear icon in the bottom left side of the window.



### Step 2:

Click on Account settings from the settings menu on the left.

GO	Settings	
۹	Audio & Video	>
S	Notifications	>
۵	Status	>
7	Look and feel	>
C4	Contacts	>
	Caller info pop-up	>
	Voicemail	>
	Meetings	>
	Account settings	>
	Keyboard shortcuts	>
	Start Work on desktop login	
	Keep Work always on top	
	Open multiple chat windows	
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Select a category on the left to configure and customize.

# Step 3:

When the browser window opens, log in with your 8x8 credentials.



## Step 4:

Click Emergency address from the left-hand menu.

	8+8 user-profile.8x8.com 🔒 💿		
Basic information	Call recording settings Define if recording of calls will be enabled for this user and how will the parties be notified when a recording is in progress.	~	
Services and permissions Voice basic settings Voicemail settings	External calling permission Define the country to which the user will be making calls and if international dialog is enabled.	~	
External Caller ID Internal Caller ID Call forwarding rules Music-on-hold settings Call recording settings	Emergency address Define the address that will be transmitted to emergency services when an emergency call is initiated from the deskphone. Address None	^	
External calling permission Emergency address Fax notification settings	Fax notification settings Define the e-fax phone number and the fax sent & received notification options.	~	
Analytics for 8x8 Work Single Sign-On (SSO) Third-party integration	Analytics for 8x8 Work Define access to Analytics for 8x8 Work (analyse talk time, ring time, call detail records and more).	~	
Auto Attendant contact di	Single Sign-On (SSO) Define identity integration with SAML 2.0 compliant identity and security systems (Okta, OneLogin, etc.) or Google Apps.	~	
	Third-party integration In systems using 3rd party CRM systems, define this user's external identity.	~	
	Auto Attendant contact directory scone Save	v	

### Step 5:

Select the address you'd like to use from the drop-down or enter a new one.

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	Additional information Services and permissions	External calling permission Define the country to which the user will be making calls and if international dialing is enabled.	
	Voice basic settings		
	Voicemail settings External Caller ID	Emergency address	
	Internal Caller ID Call forwarding rules	Define the address that will be transmitted to emergency services when an emergency call is initiated from the deskphone. Address	
	Music-on-hold settings	None 🔻	
	Call recording settings External calling permission		
	Emergency address	Fax notification settings Define the e-fax phone number and the fax sent & received notification options.	
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	Auto Attendant contact di	Single Sign-On (SSO) Define identity integration with SAML 2.0 compliant identity and security systems (Okta, OneLogin, etc.) or Google Apps.	
		Third-party integration Y	
		Auto Attendant contact directory scope	_
		Save	