

# OCC MyE911

## MyE911 Desktop Application

This desktop application enables you to correctly assign and allocate your mobile location when you are out of the office to assist emergency services locate you in the event of an emergency call.

## Launch the Application

Double click the Client shortcut on your desktop  
Or search via the Start Menu – MyE911

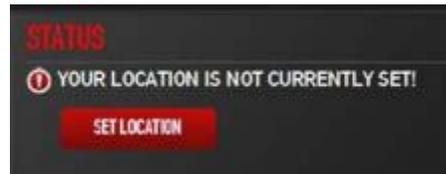


## Logging In

The Primary & Secondary Server details should be auto populated  
Enter your **Username** (AD/Jabber ID)?  
Enter your **Password** (Default or AD)?  
Click **Login**

## Status

On first login the location list will be blank.  
On Subsequent login, any stored or previously used locations will be displayed or identified.



Click **Set Location**

## Create Personal Locations

Click on Personal Tab  
Click **+Create Location**

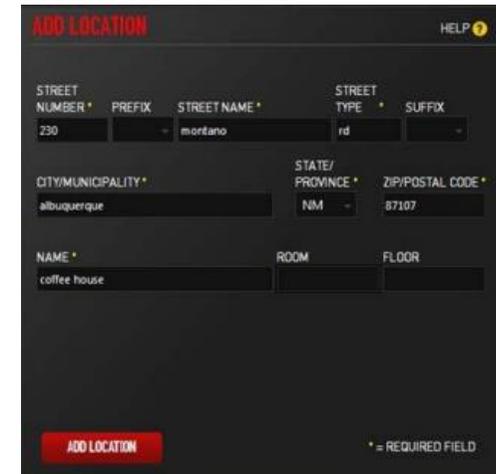


Enter as much of the address as you can – Street, Municipality, Zip Code.  
Add an identification name for the location.

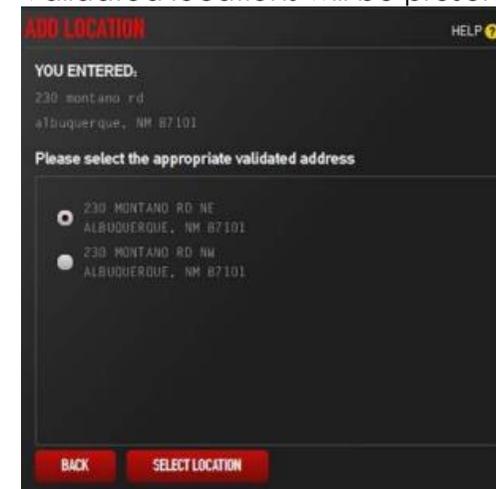
Click **Add Location**

This will be validated with MSAG and known matches will be presented to select.

Add Address details:



Validated locations will be presented:

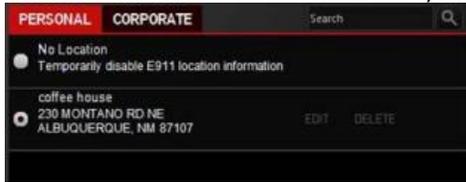


## Set Location

Once you have created Personal Locations that you regularly use, these will appear in your list to select each time you log in or change to a new mobile location.

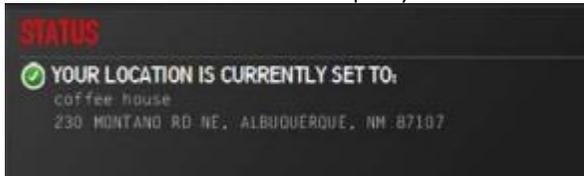


Select a stored location from your list:



Click **Select Location**

Confirmation Status is displayed:



## Corporate Locations

Corporate locations will be created by administration teams based on your valid company locations.

Use the Search Field if you are based at a different site from normal.

Click **Select Location**



## Logging Out

Select Logout Menu – to manually Logout of the client software

**Best practice is to remain logged in to the software for automatic location detection each time you start your PC/Laptop or Soft Phone Device**

