

Checking Your Microsoft Teams Voicemail on your Mobile Device

First, open the Microsoft Teams app on your mobile device.

Tap “More”

Tap “Calls”

Tap the tape icon in the upper right-hand corner.

All of your voicemails will appear. Tap the voicemail you want to listen to.

The call will expand displaying the voicemail transcript. To listen to the voicemail, tap the purple play button.

You can call the user back by tapping the phone icon under the voicemail information, tap the contact card icon to see their contact information, or delete the voicemail by tapping the trash can icon.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335.