

Checking Your Microsoft Teams Voicemail on your Desktop App Transcript

First, open the Microsoft Teams desktop app.

Click the “Calls” Icon on the left-hand side.

Under “History” missed calls and voicemails are noted in red. New Voicemails will be in bold red with a red dot next to them. To listen to your voicemail, you can click the voicemail directly in the History section or click “Voicemail” on the right-hand side to see all voicemails then click which one you would like to listen to. With either option a “Details” section will appear on the right-hand side. You can read the voicemail transcript or click the play button to listen to the voicemail. You can call the person back by clicking the phone icon under their Microsoft Teams information.

If you hover over anything in the Call History section an ellipses will appear on the right-hand side. Click the ellipses. A popup will appear with different options.

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