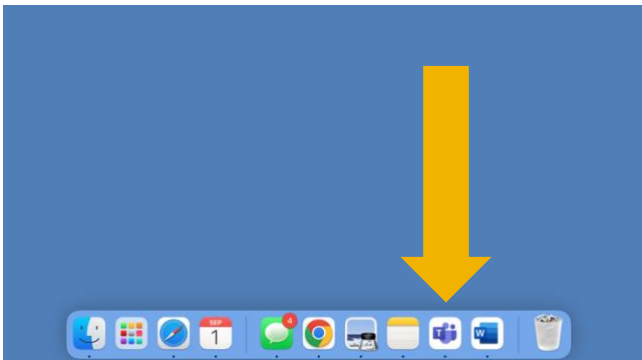
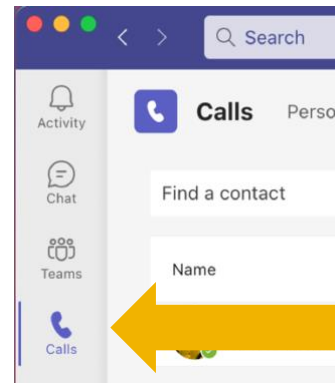


# CHECKING MICROSOFT TEAMS VOICEMAIL

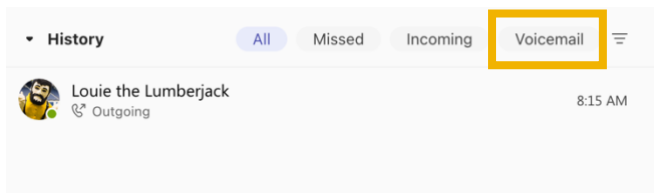
On a desktop



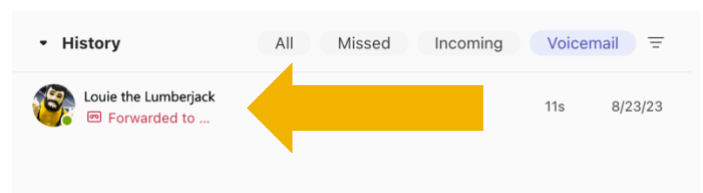
First, open the Microsoft Teams desktop app.



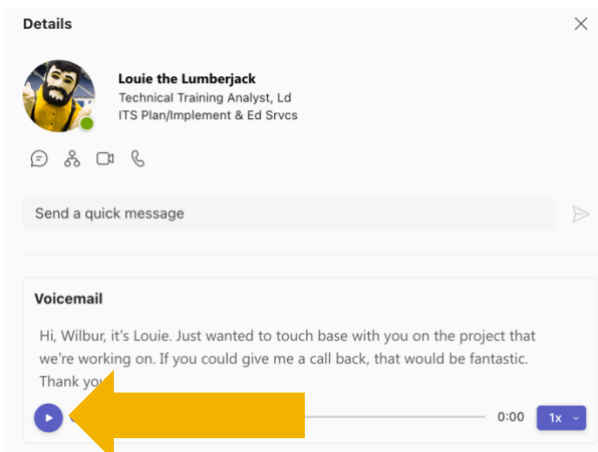
Click the "Calls" icon located in the left navigation panel.



On the right-hand side of your screen, click the voicemail tab.



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



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

Have questions? Call the Service Desk  
928.523.3335 or open a Service Now ticket