

REVIEWING YOUR MICROSOFT TEAMS CALL HISTORY

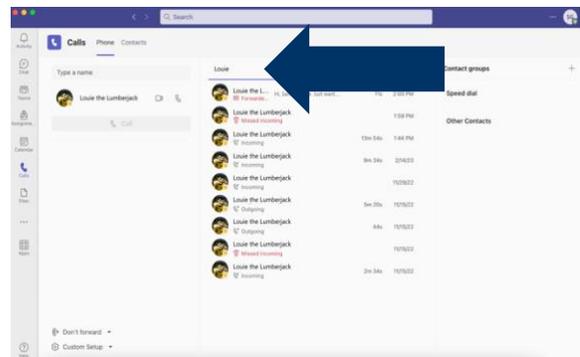
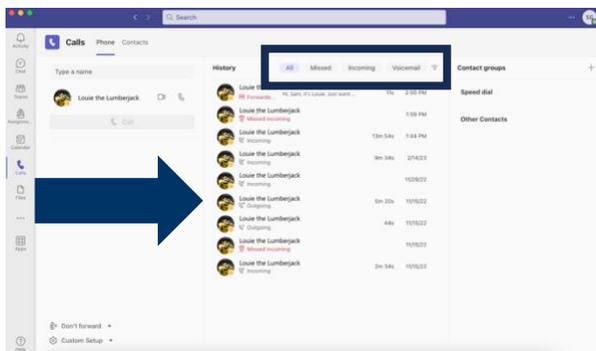
On the Desktop App



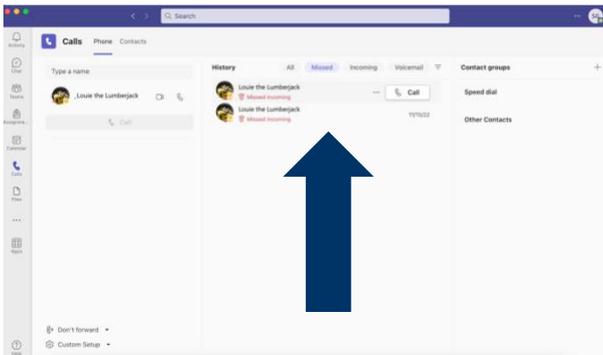
First, open the Microsoft Teams desktop app.



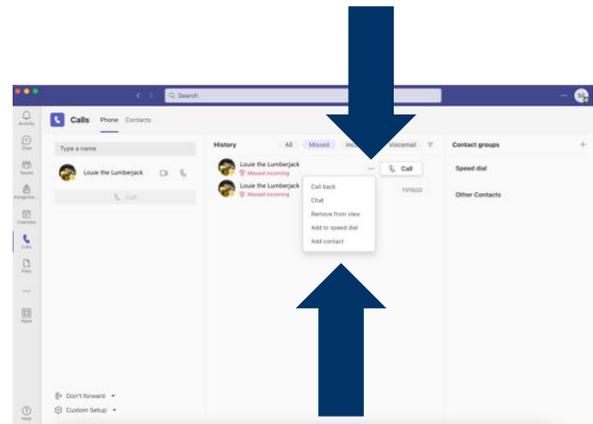
Click the "Calls" icon.



Your call History will appear in the center of the screen. You can choose to view All Calls, Missed Calls, Incoming Calls or Voicemails. By clicking the inverted pyramid next to "Voicemails" you can search for specific people by name or phone number.



Missed calls and voicemails will be noted in red. If the missed or voicemail is new, it will be noted in bold red. To remove the bold, simply click the missed call or voicemail.



If you hover over anything in the Call History section an ellipsis and a "Call" button will appear on the right-hand side. You can call the person back by clicking call or if you click the ellipses a popup will appear with different options. Voicemails will have different options than outgoing, incoming, or missed calls.

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