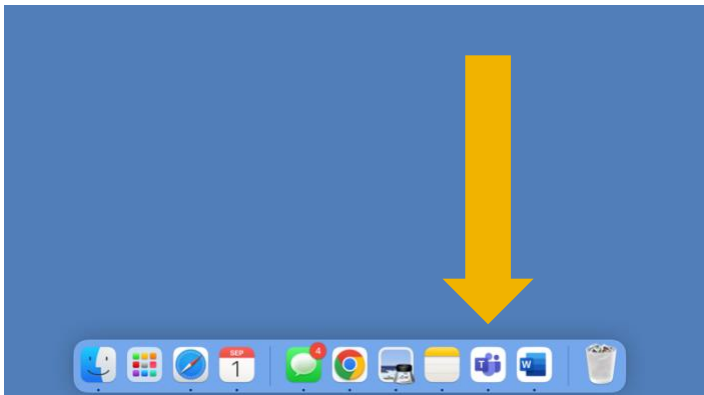
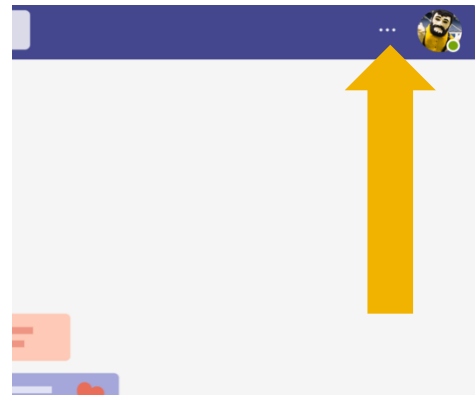


SETTING UP YOUR VOICEMAIL IN MICROSOFT TEAMS

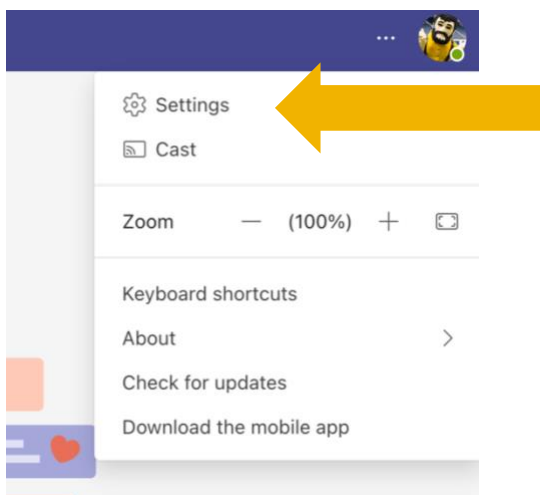
On desktop



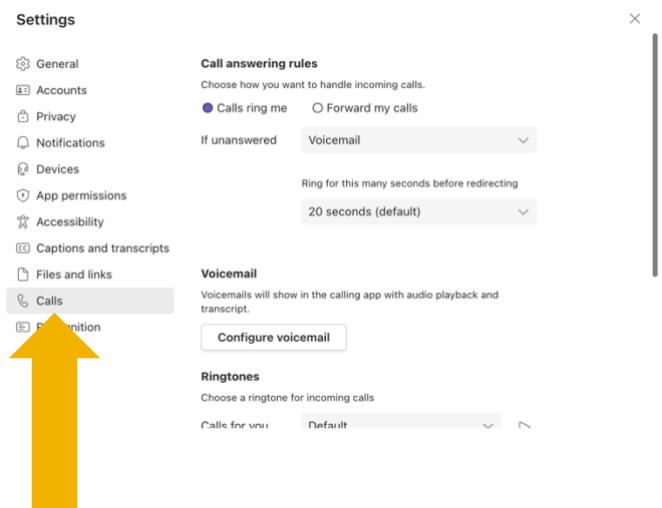
To set up your Voicemail, open the Microsoft Teams Desktop app.



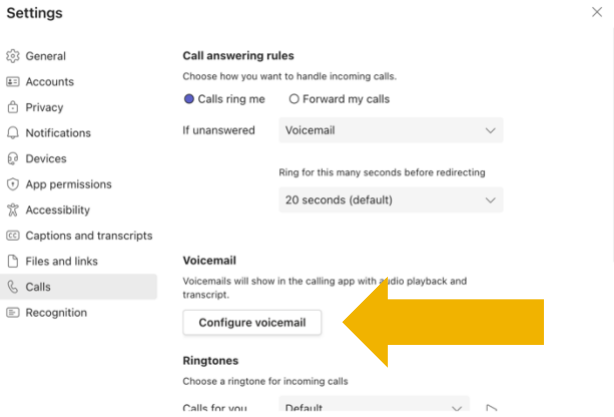
Click the ellipses at the top right of the window.



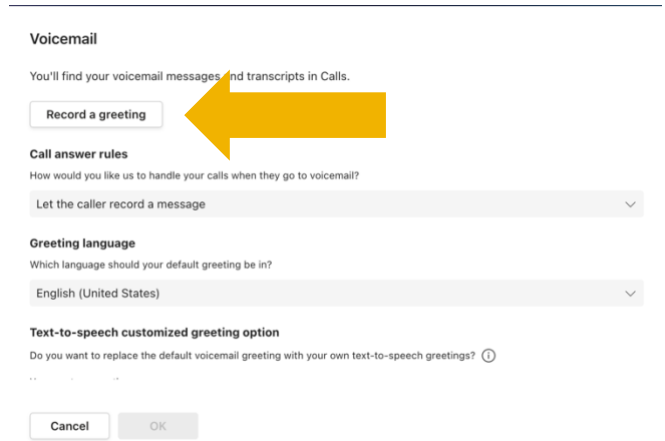
A pop up will appear, click "Settings."



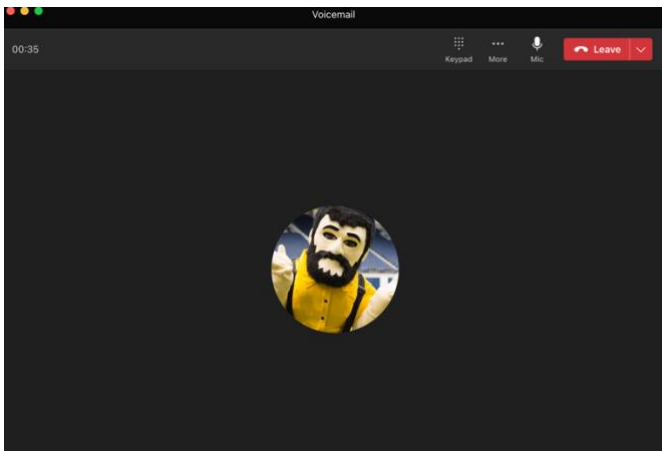
Another pop-up menu will appear. Click on the "Calls" tab located on the left-hand side of the pop-up.



Then click “Configure Voicemail.”



To record a voicemail greeting, click “Record a Greeting.”



A call window will appear. Follow the audio instructions to record and save your voicemail.

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