

## **Setting up your Voicemail in Microsoft Teams on the Desktop App**

### **Transcript**

To set up your Voicemail, open the Microsoft Teams Desktop app. Click the ellipsis at the top right of the window.

A pop-up will appear, click “settings”.

Click on the “Calls” tab located on the left-hand side.

Scroll down to the “Manage Voicemail” section.

To record a voicemail greeting, click "Record a Greeting". A Microsoft Teams call will start, follow the prompts.

You can also choose a language for your default greeting, choose what happens when the call is redirected to voicemail, and type a custom greeting with text-to-speech.

You can also manage your out-of-office voicemail settings to select when your greeting should play.

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