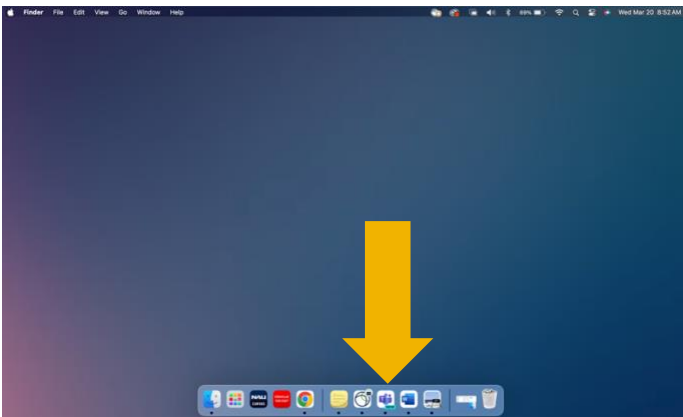
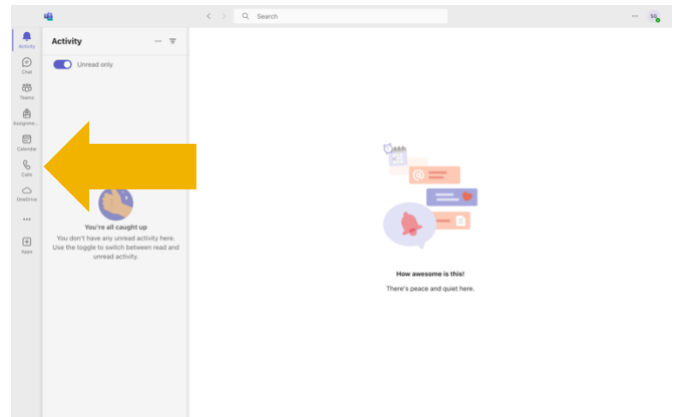


CHECKING VOICEMAIL ON MICROSOFT TEAMS ON MAC OS

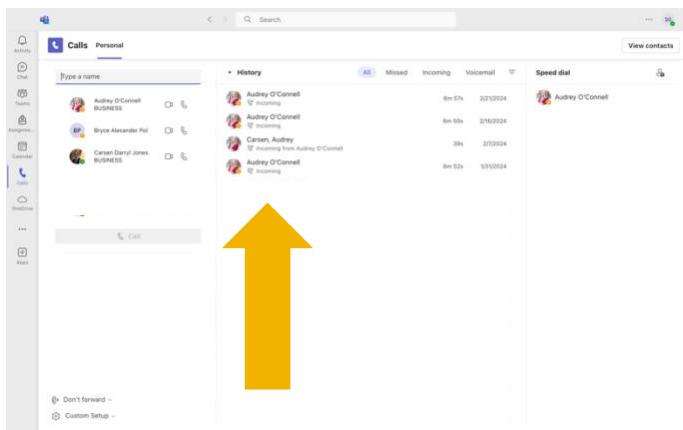
On a desktop



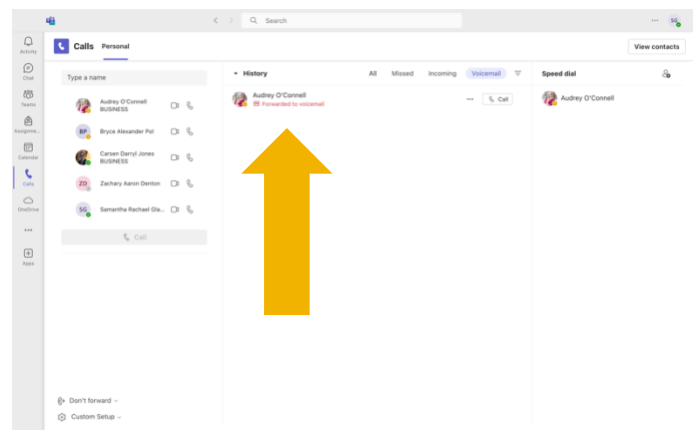
First, open Microsoft Teams on desktop app.



Click the "Calls" icon on the left-hand side.

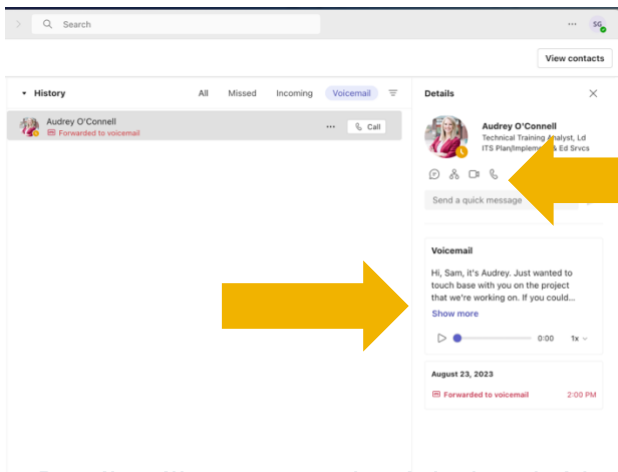


Under "History" missed calls and voicemails are noted in red. New voicemails will be in bold red with a red dot next to them.



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.

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



Details 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.

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