## Training Development and Technology Adoption

## SETTING UP YOUR VOICEMAIL IN MICROSOFT TEAMS

On a desktop



To set up your voicemail open Microsoft Teams on your desktop app.



A pop up will appear, click, "Settings".



## Click the ellipsis at the top of the window.



Click on the "Calls" tab located on the left-hand side.

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

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Scroll down to "Manage voicemail" section. To record a voicemail greeting, click "Record a Greeting".

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About Teams		

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

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