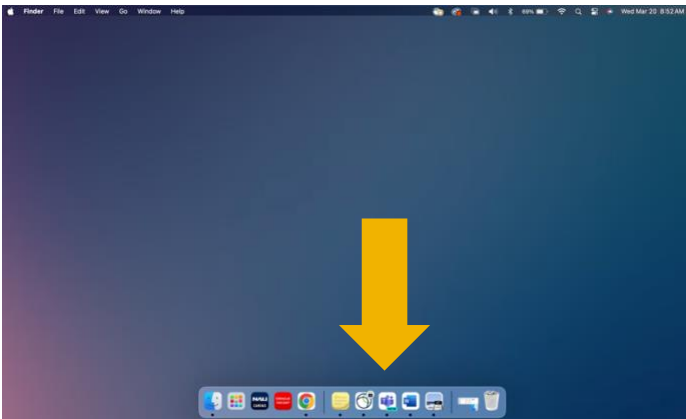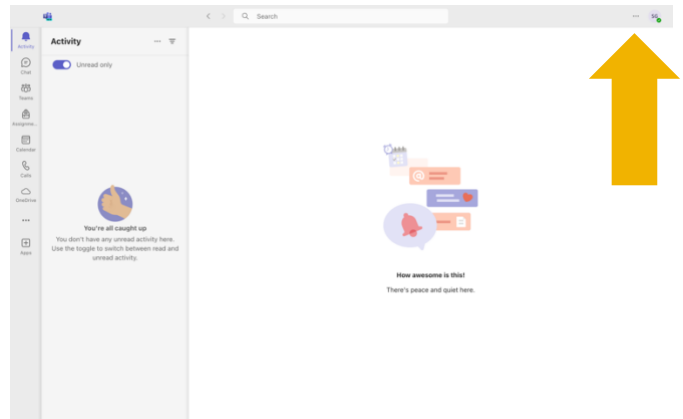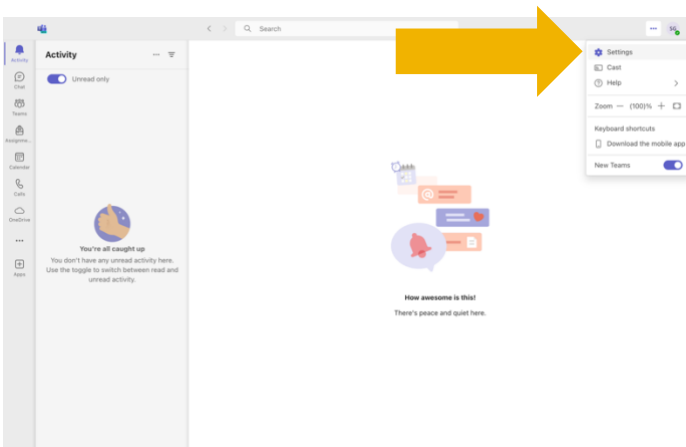# SETTING UP YOUR VOICEMAIL IN MICROSOFT TEAMS
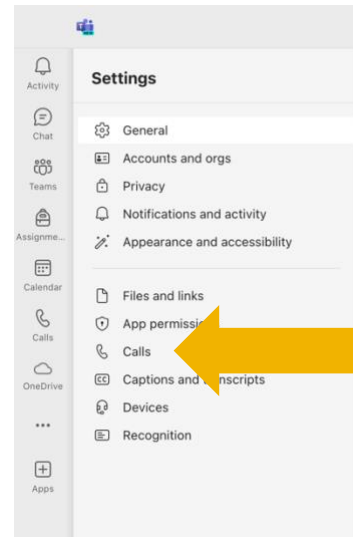
On a desktop

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

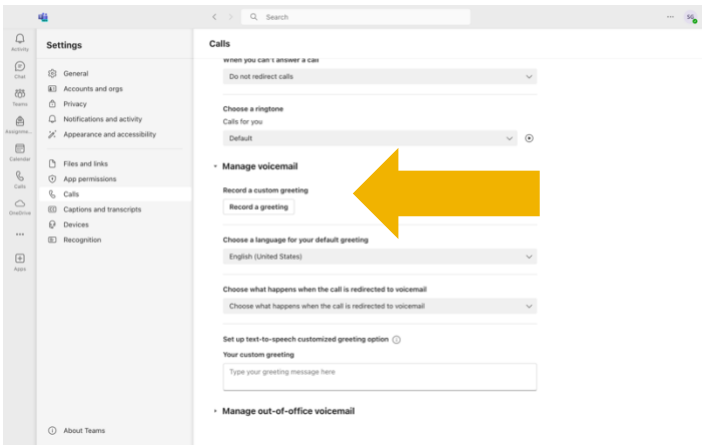Click the ellipsis at the top of the window.
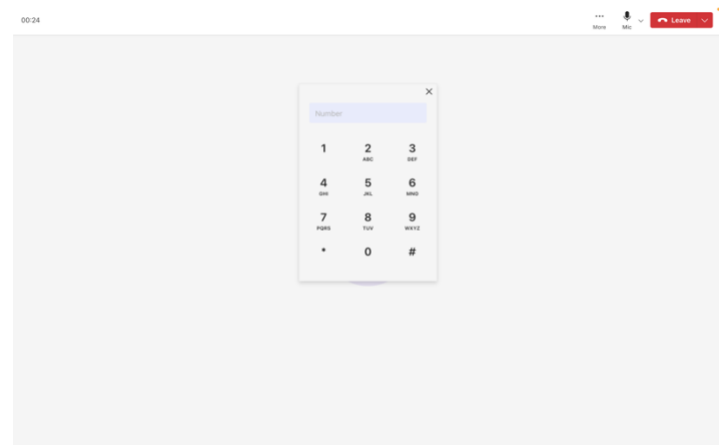

A pop up will appear, click, "Settings".

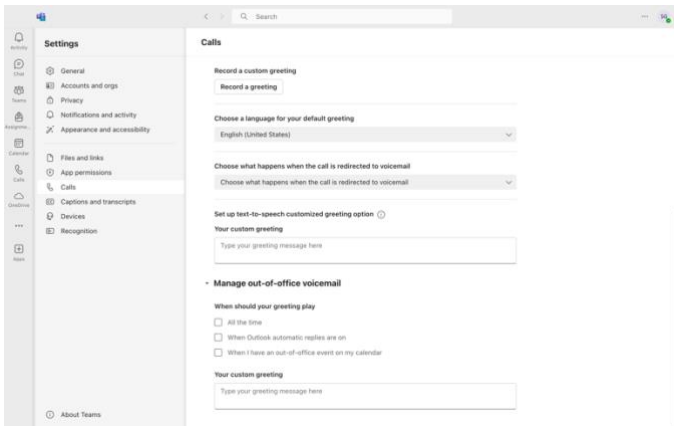Click on the "Calls" tab located on the left-hand side.

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

AA000-EN1-D004

Scroll down to "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.