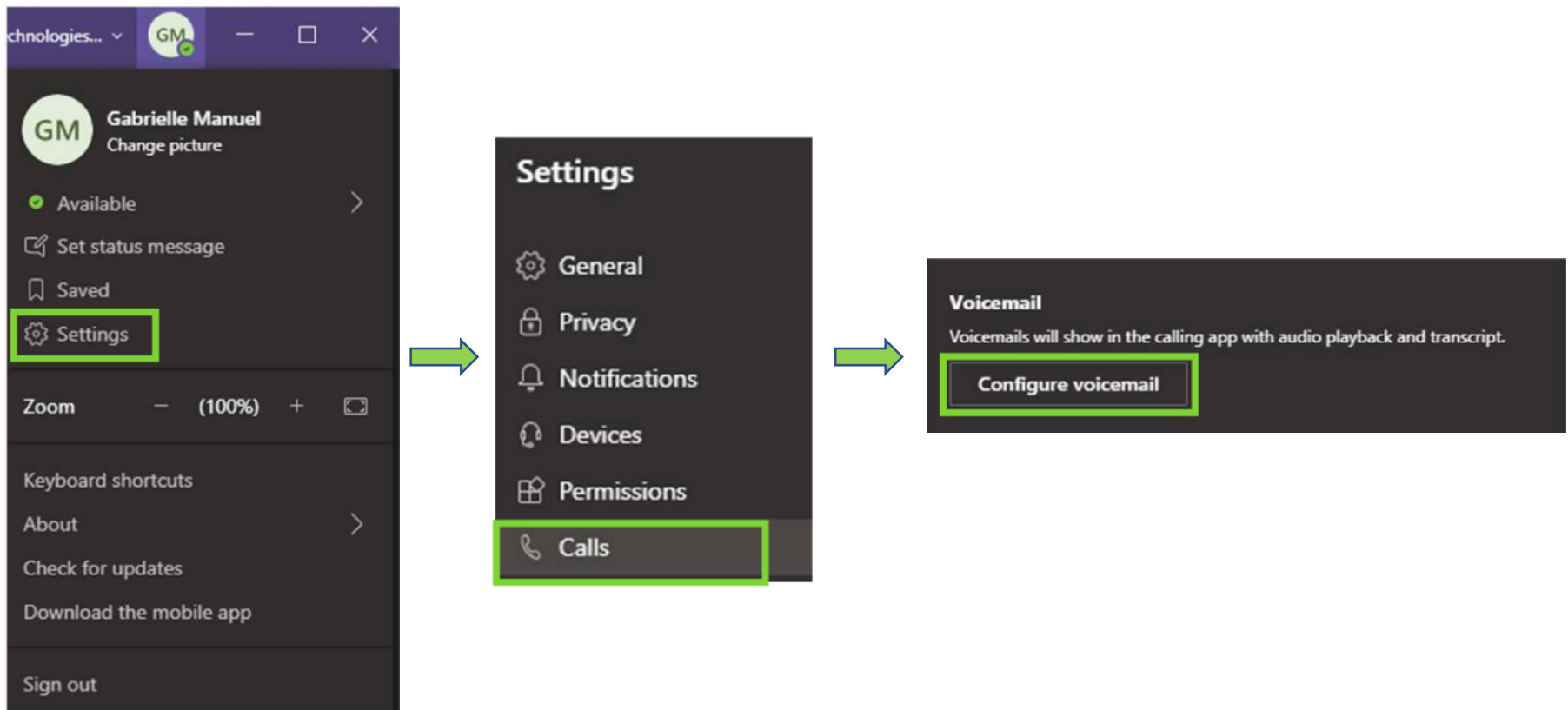


MS Teams Calling Instructions

Voicemail Setup

To set up your voicemail, follow the steps below.

1. Click on your profile picture or initials at the top left of the Teams application and select **Settings**.
2. Click on **Calls**, then select **Configure voicemail**.



3. Choose your greeting preference. You can record a custom greeting, use the system greeting—which is available in multiple languages—or use a text to speech option to create a greeting to be read by the voicemail system.
4. (Optional) You can also record an out of office message and choose when it plays: all the time, when you have an Outlook Out of office message (auto-reply) set up, or when you have an Out of office event on your calendar.

Voicemail

You'll find your voicemail messages and transcripts in Calls.

Record a greeting

Call answer rules
How would you like us to handle your calls when they go to voicemail?

Let the caller record a message

Greeting language
Which language should your default greeting be in?

English (United States)

Text-to-speech customized greeting option
Do you want to replace the default voicemail greeting with your own text-to-speech greetings? ⓘ

Your custom greeting:

Your custom out of office greeting:

Out of office greeting
When should your custom out of office greeting play?

All the time

Out of office greeting
When should your custom out of office greeting play?

All the time

When I have an Outlook auto reply

When I have an Out of office calendar event