

MS Teams - Configure Voicemail

Set up Voicemail:

Once logged into Teams, click on the three dots next to your picture in the upper right-hand corner, then click on **Settings**.

Once in settings, click on **Calls**. Under voicemail, select "**Configure Voicemail**"

In voicemail, click on "Record a Greeting." You can also create a customized text-to-speech greeting.

