

## MS Teams – General Information

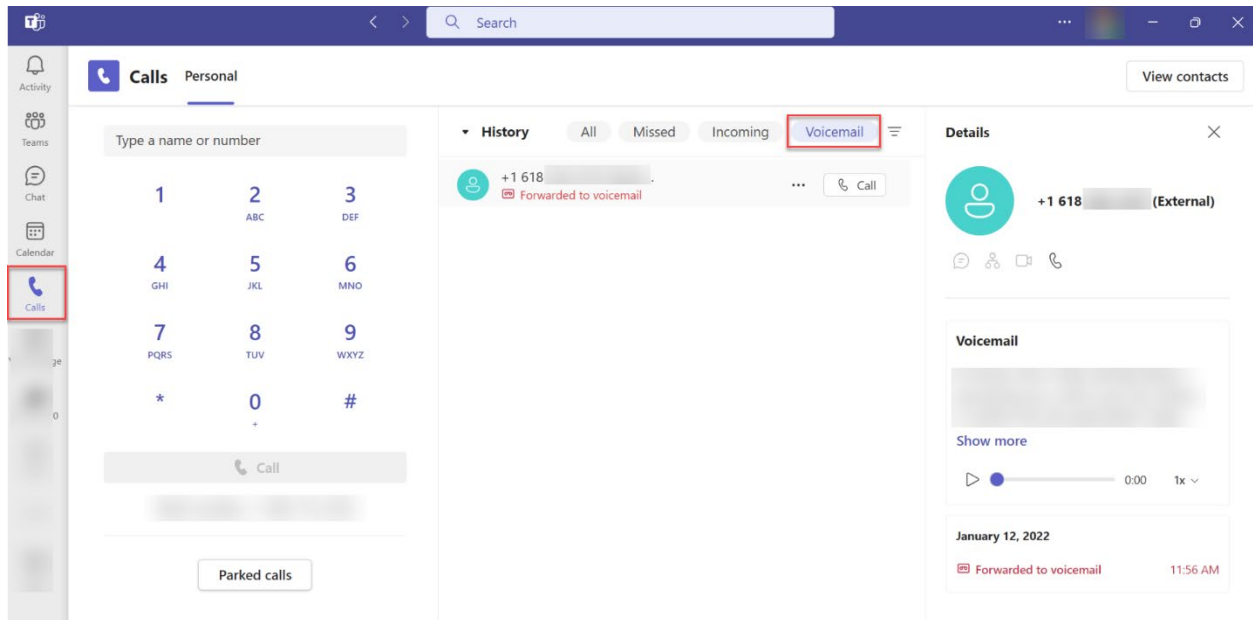
### Goal

Provide instructions on using the new phone system.

### Calling:

**Understanding the differences between on and off-campus calling.**

To access your voicemail, click **Calls** > **History** and then select **Voicemail**.



Select a voicemail in your list and use the playback controls to listen to the recording or read a transcript (if it's available).

To call someone back, select **More options** [...] > **Call back**. You'll be able to check the status of anyone with a Teams or Skype for Business account to see if they're available for a call.

**Note:** If you don't see **Calls** on the left side of Teams, you don't currently have an Enterprise Voice license, and things like voicemail and call history won't be available yet.

**For more information, click on the link below:**

[Check your voicemail in Teams](#)