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**.

பீர்			< >	Q Search	📄 – O
ی Activity	Calls Pers	sonal			View contacts
CCO Teams	Type a name or	r number		History All Missed Incoming Vo	Voicemail = Details ×
Chat	1	2 ABC	3 DEF	+1 618	% Call +1 618 (External)
alendar	4 6ні	5 JKL	6 мно		e % C &
Je	7 PQRS	8 тиу	9 wxyz		Voicemail
o	*	0	#		Show more
		🕻 Call			D ● 0.00 1x √
					January 12, 2022
		Parked calls			Forwarded to voicemail 11:56 AM

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