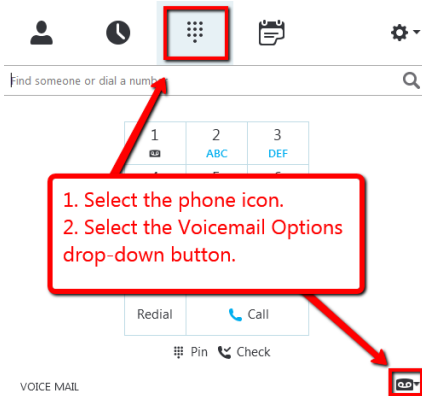




## Setting up voicemail through Skype for Business:

1. In the Skype for Business desktop interface, select the **Phone** icon.



2. Click on the **Voice Mail Options** button.
3. Select **Change Greetings**.
4. Press 2.
5. Follow the voice prompts to create and save your message. When you are satisfied, you can hang up.

**Note:** Voicemail Greetings can only be accessed from your Skype for Business PC or MAC Client and cannot be changed from an Audiocodes phone.

### How to change voicemail options:

1. Open your web-browser and navigate to <http://aka.ms/vmsettings>
2. Login with your nid@ucf.edu and password
3. Follow voicemail settings page to customize your options. Press Save.

### Choose Where Unanswered calls Go:

1. In the Call Forwarding Settings menu: Choose the phone number you want the call to go to. For example, Voice Mail, or New Number or Contact.
2. If you do not have Voicemail you can opt to forward your unanswered calls to a "Catch-All" Auto-Attendant: Ext. 3-4466

## How to check your voicemail:

You can check your voicemail within Outlook, Office 365, within the Skype for Business Interface, or using the Skype for Business Mobile App.

### From email:

1. Find and open the email with the voicemail message.
2. Click the **play button** to listen.

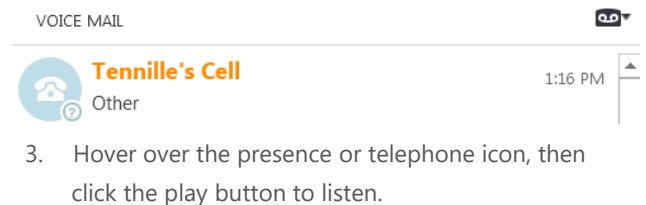


### From Skype for Business:

1. In the Skype for Business desktop interface, select the **Phone** icon.



2. Voicemail will be listed below the dial pad.



3. Hover over the presence or telephone icon, then click the play button to listen.



1. Click on the **phone icon**.
2. Click on the **voicemail icon**.
3. Touch the message and then touch the **play icon**.

## Things to note:

- By default, you will receive email notifications any time you miss a call or receive a voicemail.
- You will notice new folders in Outlook for Missed Calls and Voicemail.
- You can forward a missed call or voicemail just as you would any other email.
- You can create a rule for voicemail email notifications as with any other mail message.
- Voicemail messages do count against your email storage quota.
- Voicemail notifications do not display on Audiocodes phone models.