Setting up Voicemail through Microsoft Teams:

1. In the Teams app, click your Profile Picture, click Settings, and click Calls.
2. In the Voicemail section, click Configure voicemail.
3. To record a new voicemail greeting, click Record a greeting and follow the prompts to record your message.

Adjust the voicemail settings:

1. To change your voicemail settings, click your profile picture, then Settings > Calls.
2. In the Voicemail section, click Configure voicemail.

Voicemail Call Answering Rules:

- To change how calls are handled once they reach your voicemail, go to Call answer rules. By default, Teams will play your voicemail greeting and allow the caller to record a message. You have some other options, though:
  - Let the caller record a message.
  - Let the caller record a message or be transferred to someone else.
  - End the call without playing your greeting.
  - Play your greeting and end the call.
  - Transfer the call to someone else.

- If you choose an option that includes transferring the call, set the name or number where you want your calls to go under Where should they be transferred?

Out-of-Office Greeting:

- Type your out of office greeting in Your custom out of office greeting under Text-to-speech customized greeting, then choose when you’d like it to play under Out of office greeting.

How to check your voicemail from your computer:

1. On the left side menu, click Calls.
2. Click Voicemail.
3. Click a message in your list, and use the playback controls to listen to the recording or read a transcript (if it’s available)

How to check your voicemail from a mobile device:

1. Swipe up to display menu options, or press More from the bottom menu and tap Calls.
2. Click the Voicemail tab or click the icon.
3. Select a Voicemail from the list.

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<thead>
<tr>
<th>HISTORY</th>
<th>VOICEMAIL</th>
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<tbody>
<tr>
<td>Lennon, John</td>
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1. 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.