## **UIS SERVICE DESK**

## TEAMS PHONE

## Day One Guide

<ol> <li>Restart your computer and sign in to Teams.</li> </ol>	Sign-in options Sleep Shut down Wetome to Teams Per at accord to contract Wetome to Teams Per at accord to contract Wetome to trans Per at accord to contract Per at accord to contract Wetome to trans Per at accord to contract
<ol> <li>Go to your settings menu and ensure your devices are set up properly, i.e. speakers, headset or microphone.</li> </ol>	Settings     Drvies       Converd     Brian       Marga For converdad datas:     Marga For converdad datas:       Instruction and abunding     Instruction and abunding
<ol> <li>Configure your voicemail settings in Settings &gt; Calls. Record a voice message or type your message. Then choose what happens when people reach your voicemail.</li> </ol>	Settings         Settings         Settings         Senaral         Accounts and orgs         Privacy         Notifications and activity         Appearance and accessibility         Files and links         Ano permissions         Calls         Set up text-to-speech customized greeting option ①         You have reached Hayley Meese-Cherry with Group Enabling Technologies. I am unavailable right now, but I will return your call as scon as possible. Have a greet day!
4. Final step: test your Teams Phone. Contact the UIS Service Desk if you have trouble with any of these tasks.	<ul> <li>Call your work number from your mobile device and answer.</li> <li>Place another test call and leave yourself a voicemail.</li> <li>Check your voicemail and Outlook email for a transcript.</li> <li>Make an outbound call by dialing an external phone number.</li> <li>Place a call on hold.</li> <li><u>Update settings to avoid a new call interrupting an active call or meeting.</u></li> <li>If you work remotely, set your e911 location.</li> <li>Review Settings in the <u>Team Phone User Guide</u> to personalize notifications, etc.</li> </ul>



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UNIVERSITY INFORMATION SERVICES

Call: (303) 860 4357 Email: help@cu.edu