UIS SERVICE DESK

TEAMS PHONE

Day One Guide

1. Restart your computer and sign in to Teams.	Image: Sign-in options Image: Sign-i
2. Go to your settings menu and ensure your devices are set up properly, i.e. speakers, headset or microphone.	Settings Devices © General Doise Bit Account and only in Privacy Marging our invested datase: Devices Marging our invested datase: Privacy Marging our invested datase: Devices Marging our invested datase: Construction and only invested datase: Marging our invested datase: Devices Marging our invested datase: Construction and only invested datase: Marging our invested datase: Devices Investigation of the Doci 2 Addia invested datase: Devices Marging our invested datase: Devices Revealable of the Doci 2 Addia invested datase: Devices Marging our invested datase: Devices Revealable of the Doci 2 Addia invested datase: Devices Revealable of the Doci 2 Addia invested Devices Revealable
 3. Configure your voicemail settings in Settings > Calls. Record a voice message or type your message. Then choose what happens when people reach your voicemail. 	Settings Settings Settings Settings Settings Settings Privacy Notifications and activity Appearance and accessibility Piles and links Piles and links Piles and links Appearance and accessibility Choose what happens when the call is redirected to voicemail Let the caller record a message Set up text-to-speech customized greeting option ① You have reached Hayley Mese-Cherry with eGroup Enabling Technologies. I am unavailable right now, but I will return your call as soon as possible. Have a greet day!
 Final step: test your Teams Phone. Contact the UIS Service Desk if you have trouble with any of these tasks. 	 Call your work number from your mobile device and answer. Place another test call and leave yourself a voicemail. Check your voicemail and Outlook email for a transcript. Make an outbound call by dialing an external phone number. Place a call on hold. Retrieve a held call. If you work remotely, set your e911 location. Review Settings in the Team Phone User Guide to personalize notifications, etc.



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UNIVERSITY INFORMATION SERVICES

Contact UIS

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