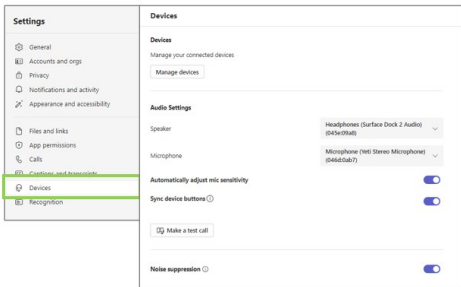
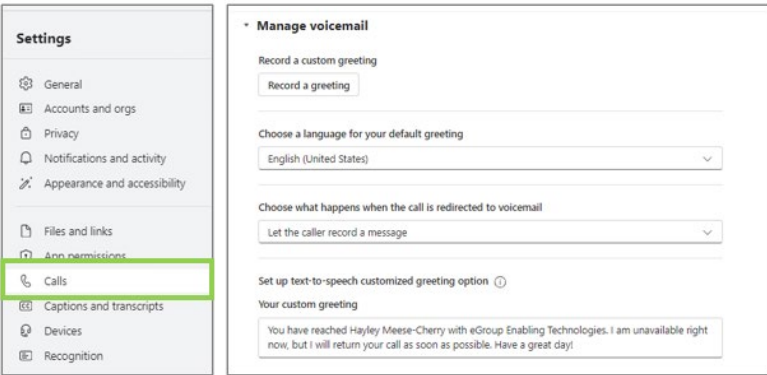


Day One Guide

<p>1. Restart your computer and sign in to Teams.</p>	
<p>2. Go to your settings menu and ensure your devices are set up properly, i.e. speakers, headset or microphone.</p>	
<p>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.</p>	
<p>4. Final step: test your Teams Phone. Contact the UIS Service Desk if you have trouble with any of these tasks.</p>	<ul style="list-style-type: none"> • 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.

