Adjusting Voicemail Greetings and Options in Microsoft Teams

The voicemail system in Teams is the same as Skype for Business – whatever greetings and settings you had in Skype for Business will remain in place. If you want to adjust your voicemail greetings and options, here are the steps.

1. Go to the Settings menu.
2. Select the Voicemail option.
3. Configure the voicemail settings.
4. Record your greeting.
5. Use text-to-speech for your greeting.
6. Save your changes.

For more information on the voicemail options available in Teams, please see this 2-minute video: https://youtu.be/lcrUSu5yMu0

If you have any questions, please contact TechServices at help@uml.edu or 978-934-4357.