

Getting Started With:

# Teams Phone



Enterprise Information  
Technology Services  
UNIVERSITY OF GEORGIA

For more How-To  
guides visit:

[eitshelpdesk.uga.edu](http://eitshelpdesk.uga.edu)

- Once your department or unit has transitioned to Teams Phone, you'll want to make sure your Teams Phone is set up correctly.
- First, restart your computer and sign into Teams with your [MyID@uga.edu](mailto:MyID@uga.edu) and your password.

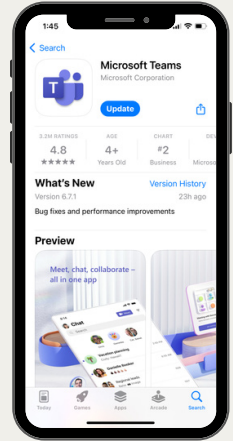
## Configure your Voicemail

- You can configure your voicemail in **Settings**.
- Click the three dots in the upper right-hand corner of the Teams window, then click **Settings**.
- In the left sidebar menu, Click **Calls**. Scroll down to **Manage Voicemail**.
- There you can **Record a Custom Greeting** or use the **Set up a text-to-speech customized greeting** option to type a greeting.
- You can also create a specialized voicemail greeting for when you are out of the office under **Manage Out-of-Office Voicemail**.

## Making A Call

- Use the **dial pad** for making calls in Teams.
- **To dial a number:**
  - Navigate to **Calls** and use the **dial pad** on the left to enter the number.
- **To call a person by name:**
  - Type the name into the dial pad, and a dropdown will suggest **potential contacts**.
- **For group calls:**
  - Enter **multiple names and/or numbers** in the dial pad.

## Install the Teams Mobile app on your mobile device



With the **Teams Mobile App**, you can answer calls from your university phone number on your smartphone, rather than using your personal number for work calls.

## Changes to UGA Dialing

Your UGA phone number will remain the same; however, anyone calling you from a **UGA desk phone** will need to dial 9 plus your full number (706-XXX-XXXX) to reach you, as if they were dialing an outside line.