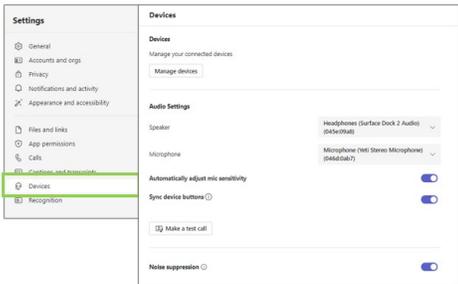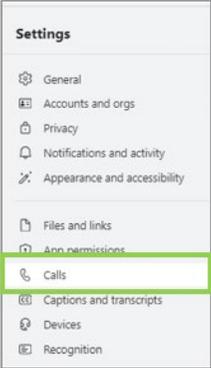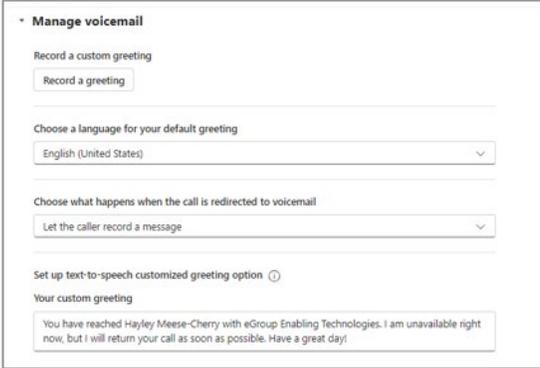## Day One Guide

1. Restart your computer and sign in to Teams.		Forgot your work number? Click **Calls**. It is displayed under the dial pad.
2. Go to your settings menu and ensure your devices are set up properly, i.e. speakers, headset or microphone.		
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.		
4. 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. • Update settings to avoid a new call interrupting an active call or meeting. • If you work remotely, set your e911 location. • Review **Settings** in the Team Phone User Guide to personalize notifications, etc.	
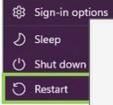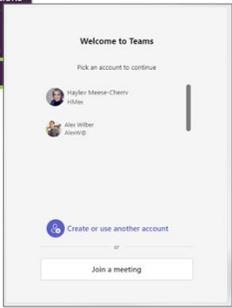
University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

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