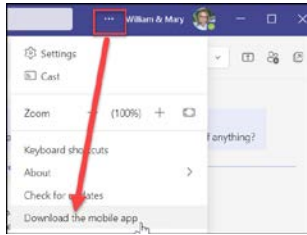
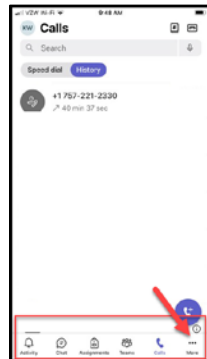


Opening the Teams App for Calls on Your Device

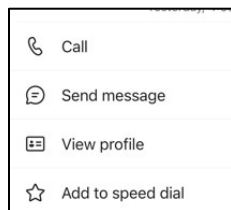
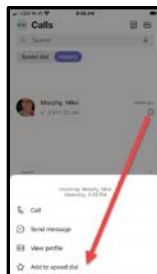
1. Download the Teams App on your mobile device by going to the app store and searching for **Microsoft Teams** or locate the three dots in the Teams desktop application to download from email.



2. Open up the **Teams App** on your mobile device. You may see a notification number on your app to let you know if there has been activity since your last visit.
3. On the bottom menu bar look for the **Calls** icon. If not present, you can click on the three dots under **More** to search for the app.



4. Once you open the **Calls** area, you will see your call history. You can also set-up **Speed dial** for individuals that you call frequently. To do this in the call history click on the information icon. You will notice **Add to speed dial** in the listing. This individual will now show in the Speed dial area.

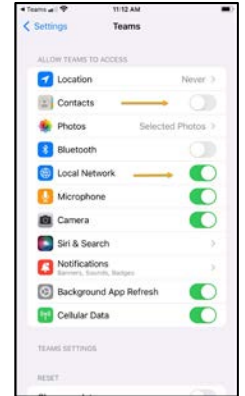


Checking your Contacts and Voicemail

Contacts



1. In the top right hand corner click on the **Contacts** icon.
2. The first time you click on this it will ask you to **Allow Access To Contacts**. If you allow access, your personal phone contacts will also be accessible in your Teams calls. When you click on **Settings**, it will take you to the area where you can set-up your settings.
3. Under the Settings for the App in your mobile device, you will be able to manage your contacts.

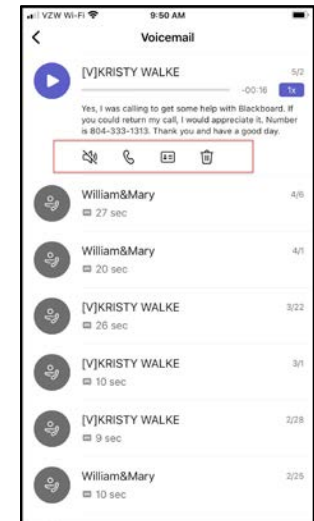


Note: You will want to make sure that your local network is turned on so calls can be received while off-campus.

Voicemail



1. In the top right hand corner click on the **Voicemail** icon. If you received a voicemail that has not been played, you will see a red dot on the icon.
2. Click on the voicemail to play the message.
3. You can return a call or delete the message by clicking on the icons under the message.

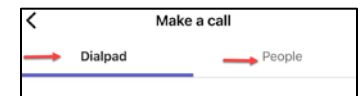


Note: Voicemails are transcribed and an email will be sent to your W&M account.

Making a Call



1. Click on the phone receiver icon to make a call.
2. The dial pad will appear and you can type in a number or name to make a call.
3. Click Call

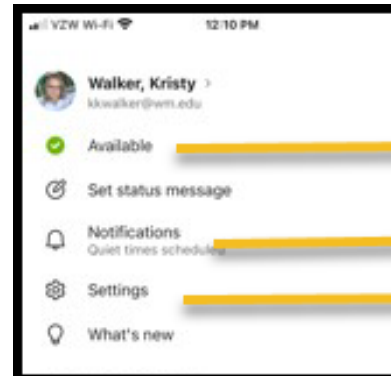
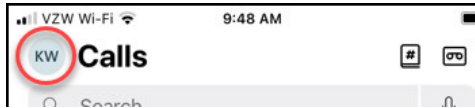


Note: When searching for People, you can choose to make a video call or voice call to users within the W&M domain.

MOBILE APP NOTIFICATIONS

Locating Your Notifications and Settings

1. In the top left hand corner click on your initial icon in the Calls area.
2. Expand the menu to locate the Notification areas that can be set-up on your mobile device.



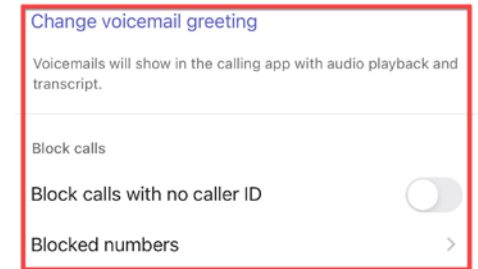
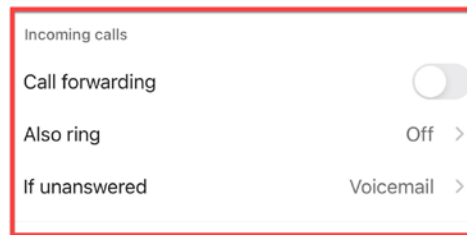
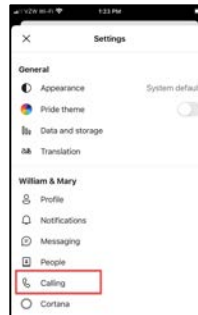
Let users know if you are online or away. You can even customize a status message.

Set-up Quiet Hours so you are not disturbed during those hours. Ex. Weekends, Vacations and Off hours.

Set-up Call forwarding, manage blocked calls, voicemail settings and more.

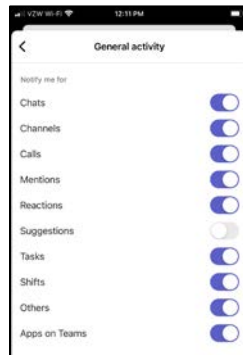
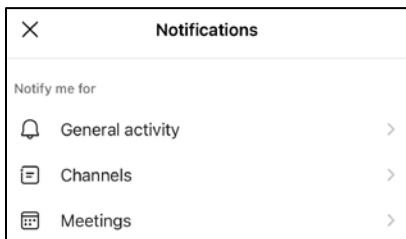
SETTING UP NOTIFICATIONS & SETTINGS

Go to the Settings and choose the Calling area. In this area you will be able to set up settings for Call forwarding, Voicemail and Blocked calls. area and choose the Calling



Setting Up General Activity

In this area, you can choose to be notified for specific areas within the Teams app. General Activity gives you an overview of all the different activities that you can be notified. You can also go into the Meetings area and choose how to be notified when in a meeting.



Setting Up Quiet Hours

Locate During quiet time in the Notifications area and choose the Quiet time hours. You can also choose specific days like weekends and if you go on vacations.

