Configure Voicemail Greeting

Click the three-dot more options menu, located to the left of the profile icon in the upper right corner of the Teams application, select Settings.

Navigate to Calls settings and click Configure Voicemail.

Select a greeting preference
- Use the system greeting only, (Greeting language can be adjusted, if applicable).
- Record a custom greeting.
- Use text-to-speech to compose a customized greeting option that is read by the system.

Call answer rules establish how a call is handled once it has been directed to voicemail.
- A separate window will launch. Follow the prompts to record a custom greeting. An option will also be available to record a custom out of office greeting.

Text-to-speech customized greeting
- Type the desired message for both the custom greeting and the custom out of office greeting.

Select the appropriate checkboxes to determine when the out-of-office greeting should be played.