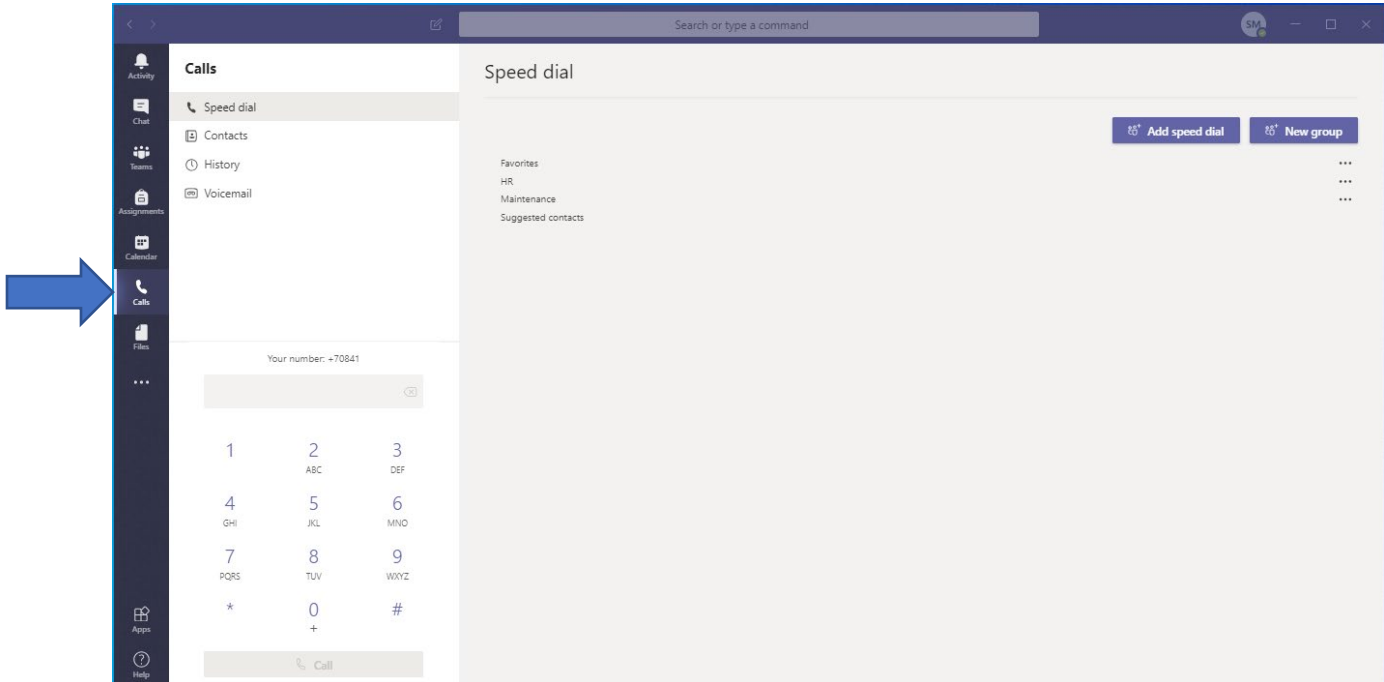# Teams Quick Reference Guide
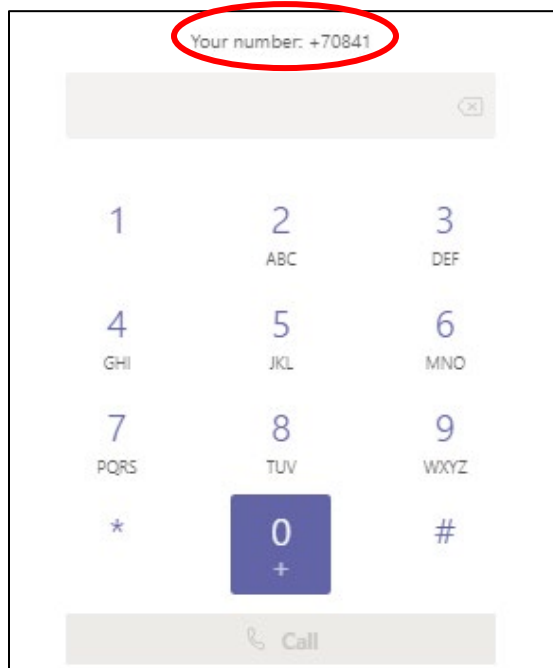## How to verify your TEAMS extension

1. Open TEAMS

2. Click on "*Calls"* signified by the phone icon.

3. Above the keypad will show "Your number: +7xxxx. **If you do not see the number, an extension has not been assigned. Please contact the Help Desk at 20000 or submit a work ticket**.
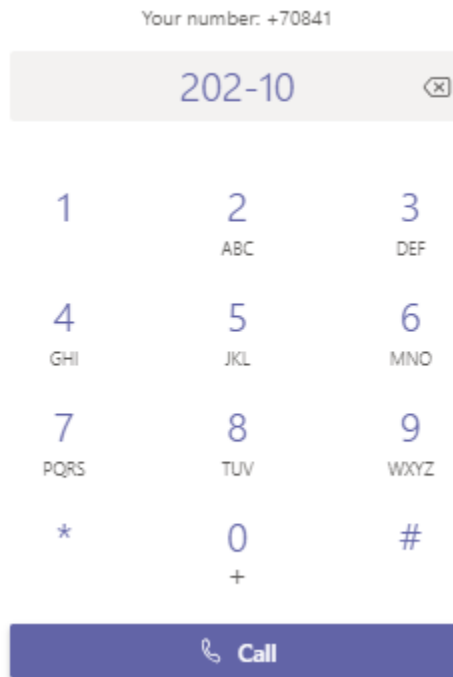
Teams Quick Reference Guide

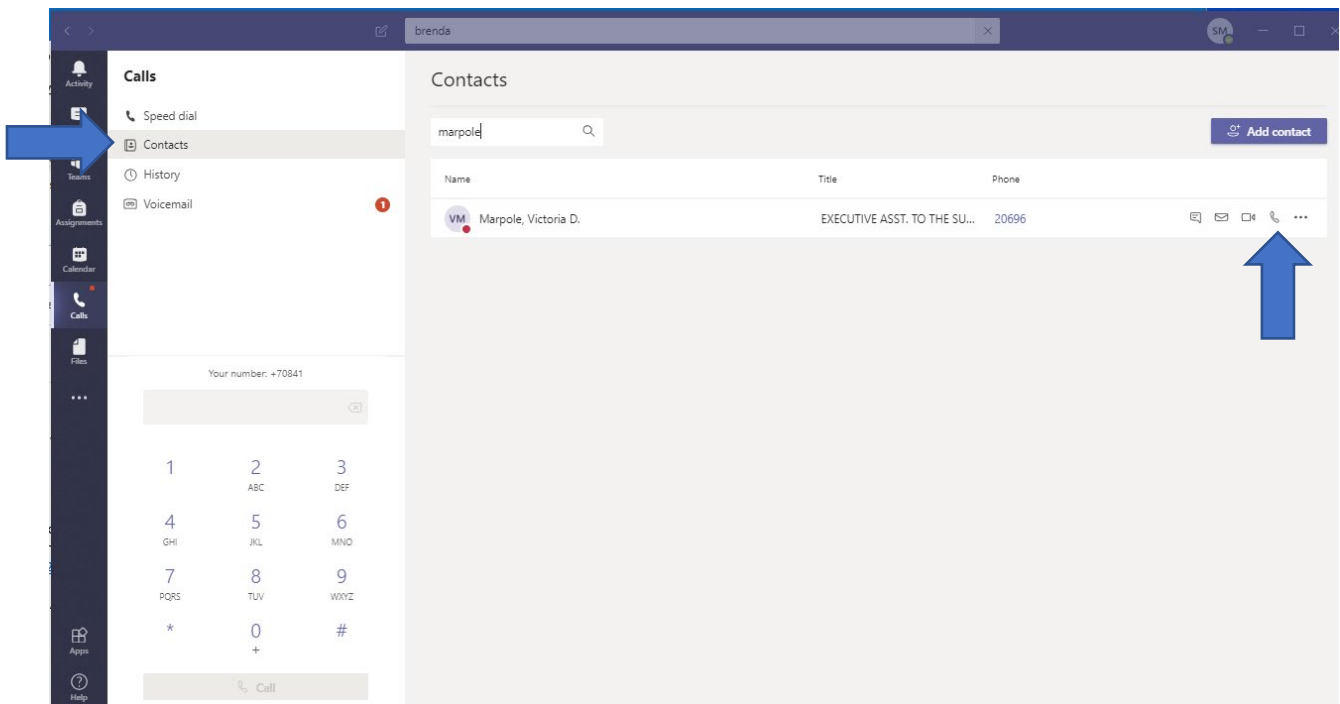## How to Transfer Calls to TEAMS from your Office Phone

1. On your Cisco phone, select "Fwd All" and enter your TEAMS extension

TEAMS Calling

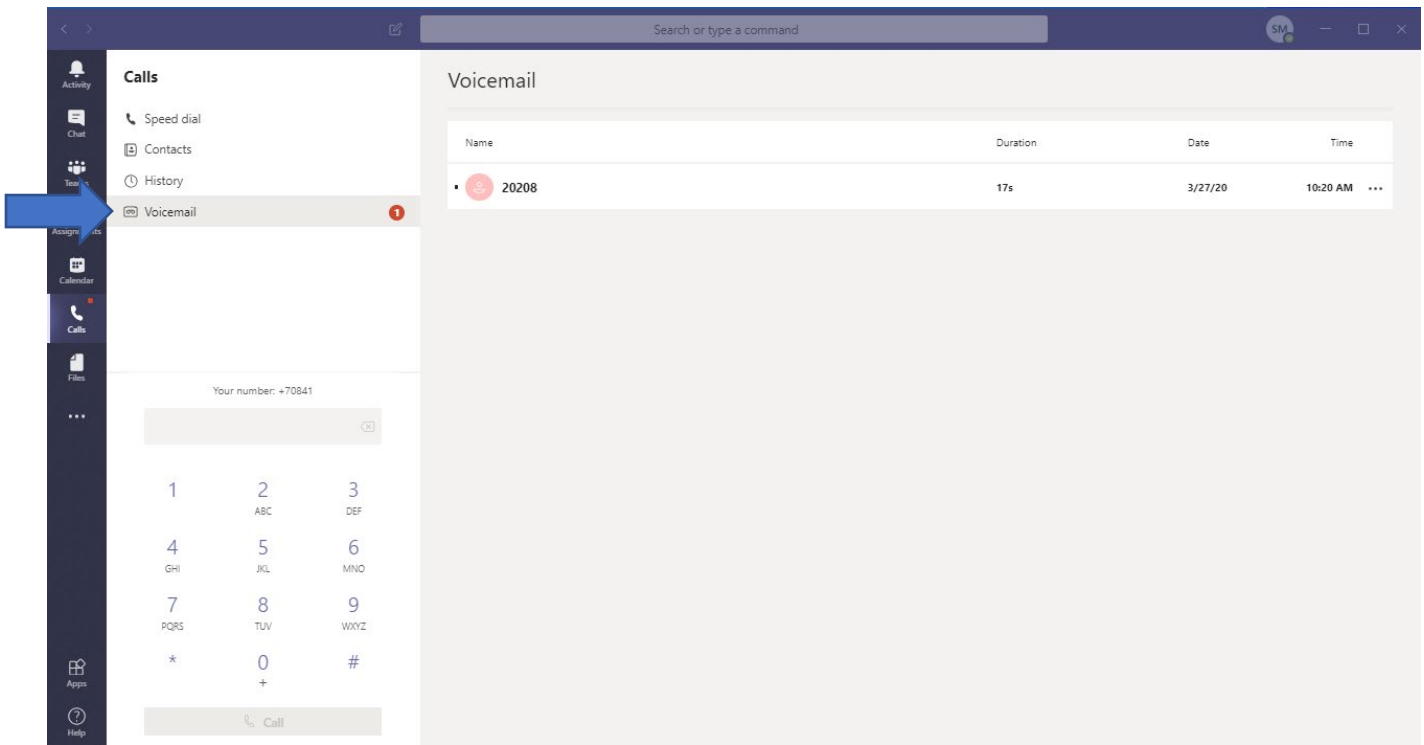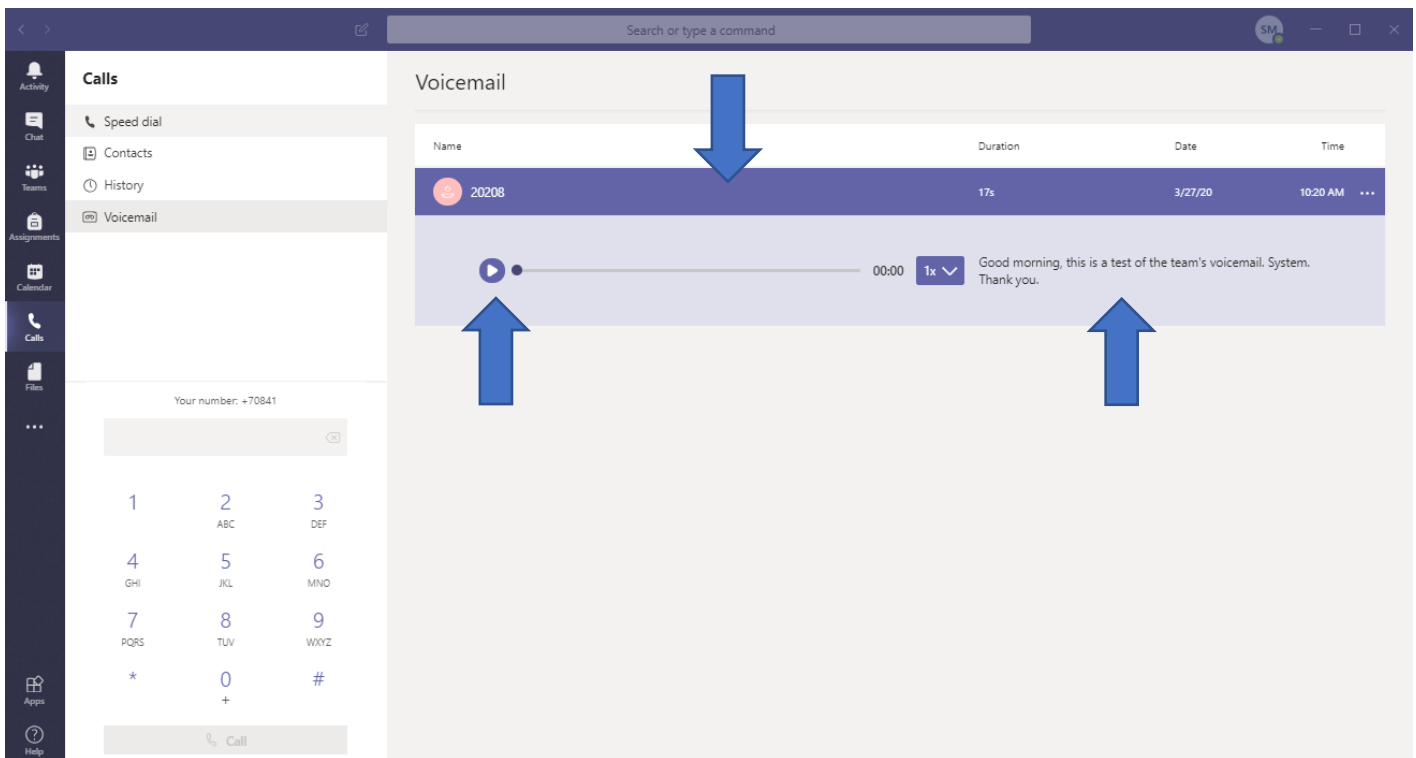1. Using the keypad, dial number or use contact list provided.

OR

TEAMS Voicemail

1. Voicemails will appear in TEAMS under "Voicemail"

2. Click anywhere on the voicemail bar.
3. You can then play the voicemail by clicking on the "play" button or you can read the transcribed voicemail.

For assistance, please contact the Help Desk at 20000.