Call the Outlook Voice Access Number, 785-864-1900.

Voicemail

You will hear: Voice message: Priority, From, Date, Message Body

You can say:
- Next message
- Next unread
- Previous
- End
- Play header
- Forward
  - Say the person’s name from the directory or say personal contact. For example, you can say, “Forward message to (directory name).”
- Reply
- Flag for follow-up
- Call
- Delete
- Rewind
- Fast forward
- Slow down
- Faster
- Pause
- Find by name
  - Say the person’s name.

Email

You will hear: Email message: Priority, From, Date, Message body or Meeting request: Priority, Date, From, Message Body

You can say:
- Next message
- Next unread
- Previous
- End
- Read the header
- Accept/Decline
- Tentatively accept
- Forward
  - Say the person’s name from the directory or say personal contact. For example, you can say, “Forward message to (directory name).”
- Reply
- Reply all
- Flag for follow-up
- Mark as unread
- Delete conversation
- Call
- Delete
- Rewind/Fast forward/Slow down/Faster/Pause
- Find by name
  - Say the person’s name.

Personal Options

0 Repeat menu
1 Turn on/off Telephone Greeting (that lets people know you’re away)
2 Record greeting
3 Change your PIN
4 Change to the touchtone interface
5 Change the local time zone
6 Use a different time format

You can say:
- Voicemail
- Email
- Calendar
- Personal Contacts
- Directory
- Personal Options

Press 0 twice to go to the touchtone interface (other side)

Say what day:
For example, you can say:
- Today’s Calendar
- Tomorrow’s Calendar
- Monday’s Calendar
- Calendar for March 15th

You will hear:
Meeting request: Organizer, Time, Location, and Subject

You can say:
- Next message
- Next day
- Replay
- Previous meeting
- Call location
- Call organizer
- I’ll be late
- Accept/Tentative accept
- Decline/Cancel
- Clear my calendar
- Meeting details
- Attendance details
- Reply/Reply all
- Forward
- First or Last

You will hear: “You have # new voice messages, # new email messages, and your next meeting is at #.”

Find more how-to information at technology.ku.edu/using-skype-for-business

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Skype for Business Phone Service
Outlook Voice Access
Touchtone User Interface

Call the Outlook Voice Access Number, 785-864-1900.

If prompted, enter your five-digit extension. Enter your voicemail PIN and press #.

You will hear: “You have # new voice messages, # new email messages, and your next meeting is at #.

Enter 0 to use touch-tone options, then:
1. Voicemail
2. Email
3. Calendar
4. Find a Contact
5. Compose a Voice Message
6. Personal Options
Press 0 to repeat menu

### Voicemail

#### While listening to message:
- # Next message
- 0 All playback menu options
- 1 Rewind
- 11 Beginning
- 2 Pause
- 3 Fast forward
- 33 End
- 4 Slower
- 44 Flag for follow-up
- 6 Faster
- 7 Delete
- 8 Reply
- 9 Mark as unread

#### After listening to message:
- # Next message
- 1 Replay
- 11 Previous message
- 2 Call
- 44 Flag for follow-up
- 6 Forward
- 7 Delete
- 8 Reply
- 9 Mark as unread
- * Exit
- 0 Repeat this menu
- 00 Return to previous/more options

#### Calendar

You will hear:
Meeting request: Organizer, Time, Location, and Subject

#### While listening to email:
- # Next message
- ## Next message
- 0 All playback menu options
- 1 Rewind
- 11 Beginning
- 2 Pause
- 3 Fast forward
- 44 Flag for follow-up
- 5 Envelope information
- 6 Forward
- 7 Delete
- 77 Delete conversation
- 8 Reply
- 88 Reply all
- 9 Mark as unread
- * Exit
- 0 Repeat this menu
- 00 Return to previous/more options

### Email

#### While listening to email:
- # Next message
- ## Next unread message
- 0 All playback menu options
- 1 Rewind
- 11 Beginning
- 2 Pause
- 3 Fast Forward
- 44 Flag for follow-up
- 5 Envelope information
- 6 Forward
- 7 Delete
- 77 Delete conversation
- *7 Undo delete
- 8 Reply
- 88 Reply all
- 9 Mark as unread
- * Exit
- 0 Repeat this menu
- 00 Return to previous/more options

#### Personal Options

- 5 Change the local time zone
- 6 Use a different time format

0 Repeat menu
1 Turn on/off Telephone Greeting (that lets people know you’re away)
2 Record greeting
3 Change your PIN
4 Change to the voice interface