



Skype for Business Phone Service

Outlook Voice Access

Voice 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 #."

You can say:

- **Voicemail**
- **Email**
- **Calendar**
- **Personal Contacts**
- **Directory**
- **Personal Options**

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

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.

Calendar

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
- Reply
- 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

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



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Touchtone User Interface



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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:	After listening to message:
# Next message	# Next message
0 All playback menu options	1 Replay
1 Rewind	11 Previous message
11 Beginning	2 Call
2 Pause	44 Flag for follow-up
3 Fast forward	6 Forward
33 End	7 Delete
4 Slower	8 Reply
44 Flag for follow-up	9 Mark as unread
6 Faster	* Exit
7 Delete	0 Repeat this menu
8 Reply	00 Return to previous/more options
9 Mark as unread	

Email

While listening to email:	After listening to email:
# Next message	# Next message
## Next unread message	## Next unread message
0 All playback menu options	1 Replay
1 Rewind	11 Previous message
11 Beginning	2 Call
2 Pause	4 Accept
3 Fast Forward	44 Flag for follow-up
4 Slower	5 Envelope information
44 Flag for follow-up	6 Forward
5 Envelope information	7 Delete
6 Faster	77 Delete conversation
7 Delete	*7 Undo delete
77 Delete conversation	8 Reply
8 Reply	88 Reply all
88 Reply all	9 Mark as unread
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 day
- 0 Repeat
- 00 More options
- 1 Replay
- 11 Previous meeting
- 2 Call location
- 22 Call organizer
- 3 I'll be late
- 4 Accept/Tentatively Accept
- 5 Meeting details
- 55 Attendance details
- 6 Forward
- 7 Decline/Cancel
- 77 Clear my calendar
- 8 Reply
- 88 Reply all

Personal Options

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

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