Call the Outlook Voice Access Number, 4-1900 or 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.

**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
- 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

**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

Find more how-to information at technology.ku.edu/using-skype-for-business
Skype for Business Phone Service
Outlook Voice Access
Touchtone User Interface

Call the Outlook Voice Access Number, 4-1900 or 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

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

While listening to email:
# Next message
## Next unread 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
* 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
4 Slower
44 Flag for follow-up
5 Envelope information
6 Faster
7 Delete
77 Delete conversation
8 Reply
88 Reply all
9 Mark as unread

After listening to email:
# Next message
## Next unread message
0 All playback menu options
1 Rewind
11 Beginning
2 Pause
3 Fast forward
4 Slower
44 Flag for follow-up
5 Envelope information
6 Faster
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

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

Email
While listening to email:
# Next message
## Next unread message
0 All playback menu options
1 Rewind
11 Beginning
2 Pause
3 Fast forward
4 Slower
44 Flag for follow-up
5 Envelope information
6 Faster
7 Delete
77 Delete conversation
8 Reply
88 Reply all
9 Mark as unread

After listening to email:
# Next message
## Next unread message
0 All playback menu options
1 Rewind
11 Beginning
2 Pause
3 Fast forward
4 Slower
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

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

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

Personal Options

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