



Switch to **Teams Phone**

More calling features to suit modern working

Ditch your desk phone!

- Keep your University phone number
- **Access anywhere** when you're online
- Works on all your devices
- **Video** and voice calls*
- **Integrate** your Outlook contacts
- See when colleagues are available
- Get your **voicemails as text**
- Create your own **call answering rules**
- **Self-service** pick-up Call Groups‡
- **Delegate** calls to colleagues

* By default, international calls will be incoming-only

‡ Everyone in the pick-up group must be using Teams Phone

Switching is easy

1. **Check the full details on the UIS website** to ensure it's right for you
2. Tell your Telecoms Liaison Officer (TLO) you'd like to switch and they'll put in a request to UIS
3. UIS will migrate your phone number
4. Return your old desktop phone to your TLO for recycling

