**Benefits**

All Skype calls, missed calls and calls history are saved in **Outlook**. You can quickly check your calls in Outlook and listen to your new and old messages, time of the call, phone number, and other contact information.

**Objective**

In this How-To guide, you will learn to:

- View all calls in Outlook
- View missed calls in Outlook
- View Calls in Outlook
- Play your voice mails in Outlook

**Description**

- This guide explains how to view your calls, missed calls and your call history in **Outlook**.

**Step by Step**

**View All Calls in Outlook:**

- In the Skype window, click **Conversation** and then select **ALL** tab
- Click **View More in Outlook**... at the bottom of the Skype screen
- You will see all calls included outgoing calls, incoming calls, conversations, etc. displayed in Outlook

**View Missed Calls in Outlook:**

When you have a missed call, a missed call notification appears in **Outlook** inbox.

To view missed calls in Outlook:

- In the Skype window, click **Conversation** and then select **MISSED** tab
- Click **View More in Outlook**...at the bottom of the Skype screen
- Open any email with Missed Call in the subject.
View Calls in Outlook

To view Calls in Outlook:

- In the Skype window, click Conversation and then select CALLS tab
- Click View More in Outlook... at the bottom of the Skype screen
- You will see all outgoing calls displayed in Outlook. Open any outgoing call in the subject.

Play Voice Mail in Outlook

To play voicemail in Outlook:
- In the Skype window, click **Conversation** and then select **CALLS** tab
- Click **View More in Outlook**... at the bottom of the Skype screen
- Click on Voice Mail folder and open any Voicemail through **Outlook** in the subject.
- Press the Play button to listen your voicemail.

For any questions about Skype certified equipment and technical problems, please contact UAMS Helpdesk at 686-8555 or email at helpdesk@uams.edu.