

Instructions for setting up and accessing voicemail

Setting Up and Accessing Voicemail

The new voicemail is similar to that of a cell phone as it will prompt you as you go. When you press the voicemail button to listen to messages, they will automatically start playing. The recording will then prompt you with selections to save, delete, etc. See [voicemail shortcuts](#) for details on how to use your telephone prompts.

245 or 956 Prefix Users

To set up your voicemail off campus:

1. Call your phone number including area code
2. When the call picks up press the # key
3. You will be asked to enter your passcode, enter 0000 (default passcode) the first time
4. You will be asked to set up a personalized 4-digit passcode
5. You will be prompted to record your greeting

To set up voicemail on campus:

1. Press the voicemail button on your phone
2. You will be asked to enter your passcode, enter 0000 (default passcode) the first time
3. You will be asked to set up a personalized 4-digit passcode
4. You will be prompted to record your greeting

To access voicemail on campus

1. Press the voicemail button
2. Enter your passcode
3. Listen to your messages

To access voicemail off campus

1. Dial your phone number including area code
2. When the call picks up press the # key
3. Enter your passcode to access your messages

608 Prefix DID Users (NEW)

To set up your voicemail off campus:

6. Call your phone number including area code
7. When the call picks up press the # key
8. You will be asked to enter your passcode, enter 0000 (default passcode) the first time
9. You will be asked to set up a personalized 4-digit passcode
10. You will be prompted to record your greeting

To set up voicemail on campus:

5. Dial your extension from any campus phone
6. You will be asked to enter your passcode, enter 0000 (default passcode) the first time
7. You will be asked to set up a personalized 4-digit passcode
8. You will be prompted to record your greeting

To access voicemail on campus

1. Go to any phone on campus and dial your extension number
2. When the call picks up, press the # key to access your voicemail.
3. You will be prompted to enter your passcode to listen to your messages

To access voicemail off campus

1. Call you phone number including area code
2. When the call picks up, press the # key
3. You will be prompted to enter your passcode to listen to your messages