

## HOW TO ACCESS YOUR MAIL BOX

### From Your Extension

1. Dial V O I C E.
2. Enter your password.

### From Any Other Campus Extension

1. Dial V O I C E.
2. Press the star (\*) or the pound (#) key as prompted.
3. Enter your mailbox number (usually the last five digits of your extension).
4. Enter your password.  
Review or send a message.

### Off campus

1. Dial 89 - V O I C E or 898-6423.
2. Press the pound (#) key as prompted.
3. Enter the mailbox number (usually the last five digits of your extension).
4. Enter your password.

### Dial by name

Callers can reach VoiceMail boxes directly even if they do not know your mailbox number, by calling 8-9999 and spelling your name on the telephone keypad. In addition, if you wish to send a message to someone whose mailbox number is unknown, the system will allow you to send it to them by name.



