

Checking your voicemail remotely

Checking your Voice Mail from inside the District (from any IP Phone extension)

- 1) Pick up the handset or push the speaker button.
- 2) Dial the extension (campus number) you wish to check the voice mail for, *or* press the messages button (with the picture of an envelope) on the phone
- 3) When the greeting starts, press the * key, enter your extension number, and press the # key
- 4) When prompted, type in your password and press the # key

Checking your Voice Mail from outside the District

- 1) Dial a District phone number with an auto-attendant. For example, 883-2232 for the Central Office or 670-4600 for Technology
- 2) When the greeting starts, press the * key, enter your extension number, and press the # key
- 3) When prompted, type in your password and press the # key