

Here's how to set up your new phone and voicemail. You need to do this from on campus. You will need to change your Passcode, Mailbox Name, and Greeting.

### **Change Passcode:**

1. From your new phone, dial 2501
2. Enter your Passcode - (your extension)
3. Press 4 for Personal Options
4. Press 3 to change your Passcode and follow the prompts

### **Change your Mailbox Name:**

1. From your new phone, dial 2501
2. Enter your Passcode
3. Press 4 for Personal Options
4. Press 2 to change your Mailbox Name and follow the prompts

### **Change your Greeting**

1. From your new phone, dial 2501
2. Enter your Passcode
3. Press 4 for Personal Options
4. Press 1 for your Primary Greeting and follow the prompts.

### **To access your mailbox from off-campus or cell phone:**

1. Dial 774-7863 (the automated line)
2. When you hear the recording, Press \* then your mailbox number
3. Enter your Passcode and follow the directions above.