# Telephone: Voicemail

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# Setting Up Exchange Voicemail

1. Press the **Messages** button on your phone. 
2. The first time you go into your voicemail, your PIN is 112233, followed by #.
3. Follow the setup instructions as they are given to you. You will be asked to record your name and greeting and change your password. After listening to a playback of your recording, you may re-record your message if desired.

# Checking Voicemail From Off-Campus

There are a number of options for checking your voicemail when off-campus. Directions for these three processes are listed below:

# Email

This option is available both on- and off-campus. Check your email for voicemail messages. You can listen to these messages using your computer speakers.

# Dial Your Extension Directly

1. Dial 715-836-XXXX.
2. When voicemail starts press **＊**
3. When instructed to enter your ID, enter your six-digit extension (36-xxxx) followed by "#".
4. You will be instructed to enter your PIN, followed by "#".
5. You will then be able to access your messages as normal.