

SETTING UP EXCHANGE VOICEMAIL

To set up your voicemail, press the envelope (**MESSAGES**) button  on your phone.

Your pin/password number the first time you go into voicemail is 112233 followed by a # sign.

You will hear: “Welcome to Setup”. Follow the instructions to record your name, your greeting and change your passcode. After listening to a playback of your recording, you may re-record your message if you want.

Exchange voicemail is a voice activated system. To bypass this and use the touchtone commands. Once you have entered your voicemail box press “*” and then “0”. Listen to the prompts and press the following:

1. Voicemail
2. E-mail
3. Calendar/or Calendar for Today/or Calendar for Tuesday
4. Personal Contacts
5. Compose a voice message
6. Personal Options

If you do not want to bypass the voice system, listen to the prompts and say the commands as instructed. The exchange voicemail system will play your voicemail, read your email or calendar to you and if you say “directory”, give the options of finding someone in the UWEC directory. When directed just say the first and last name of the person you would like to contact and the system will give you options at that point.

Changing Your Personal Options

The personal options menu will

1. change your telephone out of office status,
2. record (re-record) a greeting,
3. change your pin number
4. Switch the Touchtone or Voice Interface
5. Set local time zone
6. Use 12 or 24 hour time format

Checking voicemail from off-campus

1. Dial 831-2238
2. You will be instructed to enter your extension – this is six digits. So 36-xxxx.
3. You will hear your recorded name and asked to enter your pin #.
4. Follow instructions for checking voicemail.

OR

1. You can dial your telephone number. It will ring and you will hear your greeting playing. At this time, press the “*” key and it will take you out of your greeting and ask you to enter your pin #.
2. Enter your pin #.
3. Follow instructions for checking voicemail.

OR (from on or off-campus)

Check your e-mail for Microsoft exchange voicemail messages. These are wave files and you can listen to them on your computer speakers.