

# Teacher Voicemail Setup

**Instructions if you do not have a phone in room or office.**

## Setup Voicemail Password

### From your personal phone

1. Call the main line by dialing 979-793-4308 and dial your extension as soon as you hear the auto attendant. (extensions are the same one you had previously)
2. Press \* when you hear the voicemail prompt.
3. Enter your default password (default 0000).
4. Press 0 for mailbox options.
5. Press 5 to change the password.
6. Enter your new password of at least four digits and then press #.
7. Re-enter the new password and then press #.

### From a personal phone

1. Call the main line by dialing 979-793-4308 and dial your extension as soon as you hear the auto attendant.
2. Press \* when you hear the voicemail prompt.
3. Enter your password.
4. Press 0 for mailbox options.
5. Record the desired greeting type:
  - a. \*\*\*Press 1 to record an Unavailable Message—this is the default and most common greeting used for a voicemail box.\*\*\*

**OR**

- b. \*\*\*Press 3 to record a Name—this greeting plays the recorded name followed by an automated message (only plays if no unavailable message exists).\*\*\*
4. Follow the voice prompts to accept, review, or re-record the recording.