Listed below are instructions to set-up your voicemail box. Please follow the prompts to change your password and to record your greetings. The default password to access your voicemail for the first time is **123987** followed by the # key.

1. Press the button to the right of the screen that corresponds to your phone number.
2. Press the **messages** button.
3. Use the keypad to enter your voicemail password.

*Change the default voicemail password to keep others from accessing your account ASAP. If additional assistance is needed please call ITS-Help Desk x7409.*