Information Technology has made some significant improvement to our systems. We recently moved to Office 365 and as a result there will be some changes to the phone system.

1. You must re-setup your voicemail
   a. To enter in voicemail dial 6007 or press voicemail message button
   b. The system will ask you to enter a new voicemail password
   c. The system will ask you to record your name
   d. If you had a personal voicemail greeting you will need to re-record this
   e. While in the voicemail box system press 5 and follow the prompts

2. Voicemail message will not show up in your e-mail inbox. The red message waiting light on your handset will be the only indication that you have a message. To listen to your phone messages, you must use a phone.

3. To access your voicemail while on campus
   a. Dial 6007 or press voicemail message button
   b. Type in your extension and press # key
   c. Type in your password and press # key

4. To access your message external
   a. Dial 502-597-7007
   b. Type in your extension and press # key
   c. Type in your password and press # key