

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
 - a. The system will ask you to enter a new voicemail password
 - b. The system will ask you to record your name
 - c. If you had a personal voicemail greeting you will need to re-record this
 - d. 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
 - b. Dial 6007 or press voicemail message button
 - c. Type in your extension and press # key
 - d. 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