Setting up voicemail on Mitel phone

Log into your Mitel phone

Dial 6000 (or click on the Voicemail icon key)

If you want to change your personal extension voicemail settings.
· You will hear your greeting.
· You will be prompted for your personal **Pin**.
· Select #8
· Then follow the prompts as to what you want to change.

Change your Voicemail Settings from Home/Off Campus

· Call your Employee phone number. When you hear your voicemail message, hit the asterisk **"*"** key
· Follow the same steps above after entering your personal **Pin**.
· Select #8

If you want to change a different extensions voicemail setting.
· After you dial #2525 immediately hit the * key.
· You will be prompted to enter an extension.
· You will be prompted to enter a **Pin**.
· Select #8
Then follow the prompts as to what you want to change.

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