

# 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.