

Voicemail Greetings

Nortel (You will have to be on campus to record a greeting):

1. Press **82**
2. Press **1** to select your **external greeting** (2 for internal, 3 for temporary)
3. Press **5** to record
4. Press **#** to end the recording
 - Press **2** to **PLAY** the greeting
 - To re-record, press **76** to delete, then **5** to record
5. Press **4** to return to your messages

Mitel/ShoreTel (VOIP):

1. Call your number from your cell (or home) phone.
2. Wait for voicemail to pick up the call.
3. Press the **star (*)** followed by the **pound (#)** key.
4. You'll be asked for your extension number.
5. Enter your **extension number**.
6. You'll be asked for your password, followed by the pound (#) sign.
7. Enter your **password**, followed by the **pound (#)** key.
8. Press **seven**.
9. You'll hear, "Mailbox options. To record a greeting, press one. To set your availability status, press two. To reassign your extension, press three. To change your password, press four."
10. Choose the appropriate action you wish to complete, and follow the prompts.