

# Voicemail

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# Setting Up Voicemail

Please download file and follow the direction in setting up your voicemail...

[VoicemailSteps.docx](#)

# Checking Voicemail

# Accessing voicemail box from outside phone to retrieve messages

Access voicemail box from outside phone to retrieve messages

- Staff can call their building main phone number i.e. 413-569-6598 for Woodland
- Enter their VM extension number (Staff same as phone ext. – Faculty has separate VM ext.)
- Rings four times, then VM picks up - hit Star key once - then enter their passcode
- Follow the prompts
- Hang up