

# 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

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Revision #3

Created 30 January 2023 15:47:30 by Momoh Kamara

Updated 30 January 2023 15:49:57 by Momoh Kamara