Access Your Voicemail From A Phone

- Press the **Message button** on your desk phone or dial the access phone number: **8888**, or from off campus **508-793-8888**.
- You will hear your name and a request for your PIN.
- Enter your PIN and press #. Then you will hear something similar to: **“You have 3 new voice messages, 4 new e-mail messages, and your next meeting is at 9 A.M. Please say voice mail, e-mail, calendar, personal contacts, directory or personal options.”**
- Say “**Voice Mail**”.
- **Tip:** **At any time, you can switch to a touchtone interface and use the telephone keypad rather than speaking by pressing “0”**.