

## Changing Campus Voicemail from Off Campus

To access your voicemail and change your greeting from off campus, please follow the below steps:

1. Dial your own number and let it ring until your voicemail message starts playing
2. Press \*
3. You will be prompted to enter your passcode -
  - a. If you have any messages, you can press 7 to play them, then 3 to delete them
  - b. If you don't have any messages, you will hear "you have no messages in your Inbox".
4. After short pause, you will be prompted to Press 6 to make a new message or Press 8 to Change User Options (this will allow you to make any other changes you would like).

This should allow you to change your message from off campus.