**How to sign into voicemail from a phone (on or off campus).**

Dial 2999 (from off campus 650-2999 or 360-650-2999)

If calling from your extension it will recognize you and only ask for your password. If you are calling from a phone not connected to Microsoft Lync you will be asked for your extension (last 4 of your phone number). If you want to access a different mailbox than your own, press the \* key and it will prompt you for the mailbox number.

Enter your password and the #

Press 1 to listen to your voicemail messages

Press 2 to listen to your email messages

Press 3 to listen to your calendar options

Press 4 to find a contact

Press 5 create a voicemail message

Press 6 personal options

 Press 1 Turn toggle to your telephone greeting or greeting that shows you away

 Press 2 to record your greetings

 Press 1 to record your regular greeting

 Press 2 to record your greeting when you are away

 Press 3 to change your pin

 Press 4 to toggle between keypad or voice press

 Press 5 to change your local time zone

 Press 6 to change time to 24 hour time

To hear again press 1

To delete press 7

Mark as unread press 9

For the next message the # key