

How to Access Your Voicemail (1st Time)

1. If you have a physical phone, you can press the “Messages” button and it will ask you for your temporary PIN.
 - a. You will need to change your temporary PIN. An email was sent to you regarding your temporary PIN from the IT Department.
 - b. The system will force you to change your temporary PIN. Be sure to follow the prompts and information regarding the requirements.
 - c. The system will ask you to record your name. It is highly recommended that you record it because the system may not be able to pronounce your name correctly.
 - d. The system will ask you to record your greeting. You may want to write down what you say first.
2. If you want to access your voicemail from off campus or if you do not have a physical phone, you can access your voicemail by dialing 320-762-4550.
 - a. The system will ask you for your extension first. Your extension is your last 4 (four) digits of your telephone number.
 - b. The system will force you to change your temporary PIN if you haven’t already done so the first time you accessed your voicemail. Be sure to follow the prompts and information regarding the requirements.
 - c. The system will ask you to record your name. It is highly recommended that you record it because the system may not be able to pronounce your name correctly.
 - d. The system will ask you to record your greeting. You may want to write down what you say first.
3. If you have misplaced your email from the IT Department or forgot your Voicemail PIN...
 - a. Contact IT @ 320-762-4949 and we can help you reset your PIN.