Accessing Voice Mail

There are a few different ways you can access Voice Mail:

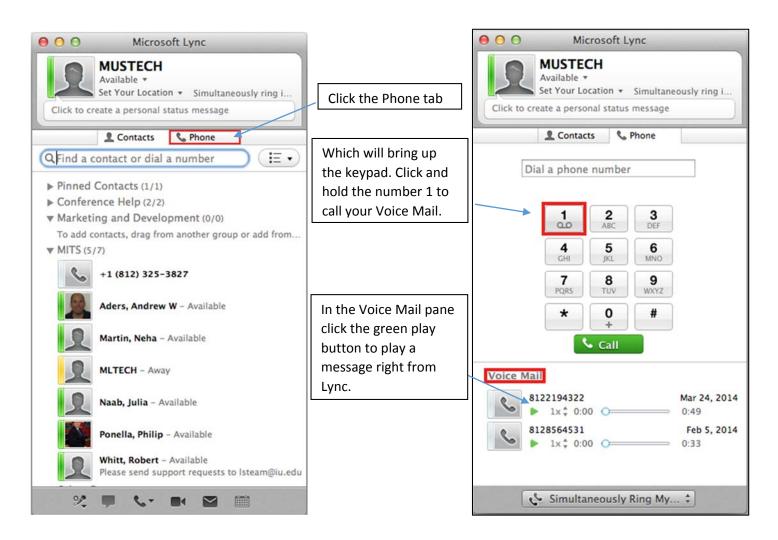
- 1) Using the keypad on the phone
- 2) Using Lync
- 3) Through e-mail

You **must** have an Exchange account in order to have Voice Mail on the new phone system. If you do not have an Exchange account you can request one following these instructions for the IU Knowledge Base: https://kb.iu.edu/d/agxv

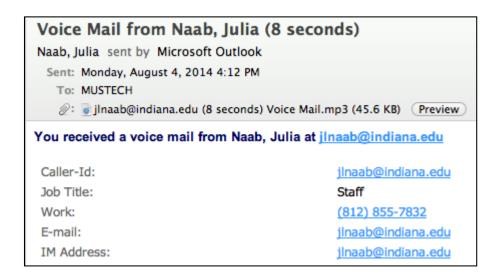
The first way to access Voice Mail is to press the number 1 on your phone for 2-3 seconds until your display screen reads "Voice Mail".

The second way is to use Lync:

Link (Mac):



The **third way** to access voice mail is through your e-mail:



- Click on the attachment to open and play the message in iTunes