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](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 2010 (PC):**
Lync 2013 (PC):

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

You have several options to play the message:

1) Click **Play**

2) Click **Play on Phone** to play the message through your phone’s speakerphone

3) Click the to play the message