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):

![Link (Mac) - Lync](image)

Click the Phone tab
Which will bring up the keypad. Click and hold the number 1 to call your Voice Mail.

In the Voice Mail pane click the green play button to play a message right from Lync.
The **third way** to access voice mail is through your e-mail:

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