THREE WAYS TO ACCESS VOICEMAIL, EMAIL, CALENDAR & CONTACTS:

1. Press and hold “1” for 2 or 3 seconds, on your office UniCom phone, until you see the word “voicemail” appear.

2. Go to the Lync Client onscreen and click the icon beneath your name to the right, and then click the voicemail icon…that will dial you into voicemail.

3. To remotely access voicemail, If you’re a MAC user or PC user away from your phone, computer or Lync,… you can dial 812-856-1361, then enter your extension (your 10-digit IU public phone number) and then enter your voicemail pin when you hear the prompt. Additional numbers that will work also: 7659738627, 7654559599, 8123757500, 8129412120, 5745204646, 2199807271, 3172781361.

To reset your voicemail pin, go to http://kb.iu.edu/data/bbvi.html and follow the directions for “UniCom Enterprise Voice.”

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