

Outlook Voice Mail Reference

Dial 54400 (from inside the district). You will hear "Please enter your PIN and Hit the # Key.

Enter your PIN. Hit the # key.

*Your default voicemail PIN is emailed to you by Outlook. You can change this later (see additional commands) by default, the system responds by voice commands.

Press 0 at anytime to use the phone KEYPAD TO NAVIGATE

Press 1 for VOICE MESSAGES
Press 2 for EMAIL MESSAGES
Press 3 for CALENDAR OPTIONS
Press 4 to FIND A CONTACT
Press 5 to COMPOSE A MESSAGE
Press 6 to CHANGE PERSONAL OPTIONS
Press 7 to TURN OFF VM GREETING
Press 0 to REPEAT MENU

Additional Commands

Personal Options Menu (#6)

Press 1 to turn ON/OFF VM GREETING
Press 2 to RECORD GREETING / CHANGE PIN #

Voice Mail Message Menu (#1)

Press # for NEXT MESSAGE
Press 1 to REPLAY MESSAGE
Press 2 to CALL BACK
Press 7 to DELETE MESSAGE
Press 11 for PREVIOUS MESSAGE

Email Message Menu (#2)

Press # for NEXT MESSAGE
Press ## for NEXT UNREAD MESSAGE
Press 1 to REPLAY
Press 2 to CALL BACK
Press 4 to ACCEPT MESSAGE
Press 7 to DELETE MESSAGE
Press *7 to UN-DELETE MESSAGE
Press 8 to REPLY
Press 11 for PREVIOUS MESSAGE

Dial 585-4400 (from outside the district). You will hear "To access your mailbox, enter your Ext. To access someone, enter the # Key.

Your mailbox number is your 5 DIGIT TELEPHONE NUMBER. Enter your PIN and Hit the # Key.

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Press 0 at anytime to use the phone KEYPAD TO NAVIGATE

Press 1 for VOICE MESSAGES
Press 2 for EMAIL MESSAGES
Press 3 for CALENDAR OPTIONS
Press 4 to FIND A CONTACT
Press 5 to COMPOSE A MESSAGE
Press 6 to CHANGE PERSONAL OPTIONS
Press 7 to TURN OFF VM GREETING
Press 0 to REPEAT MENU

Additional Commands

Personal Options Menu (#6)

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Press 2 to RECORD GREETING / CHANGE PIN #

Voice Mail Message Menu (#1)

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Press 7 to DELETE MESSAGE
Press 11 for PREVIOUS MESSAGE

Email Message Menu (#2)

Press # for NEXT MESSAGE
Press ## for NEXT UNREAD MESSAGE
Press 1 to REPLAY
Press 2 to CALL BACK
Press 4 to ACCEPT MESSAGE
Press 7 to DELETE MESSAGE
Press *7 to UN-DELETE MESSAGE
Press 8 to REPLY
Press 11 for PREVIOUS MESSAGE

*For CISCO PHONES please see CISCO PHONE REFERENCE GUIDES

*Remember to PRESS # to save your Changes.

*Remember to PRESS # as soon as you are done recording your Name or Greeting.

*For more information or help with Outlook Voice Mail, please contact the I.T. Department (619) 585-7995 or by Email @ <http://www.suhd.k12.ca.us/it/computersupport/>

