

Outlook VM Call Attendant Voice Mail Reference

To retrieve outlook voicemail from a district phone

Dial 54401. Enter your PIN # and Ext. #.

*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**

To retrieve outlook voicemail from a personal phone

Dial 585-4401. Enter your PIN # and Ext. #.

*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**

*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 Voicemail, please contact the I.T. Department (619) 585-7995 or by Email @

<http://www.suhd.k12.ca.us/it/computersupport/>

