

Remotely Check Voicemail

To check your voicemail remotely, from home or anywhere else, please follow the directions below.

Call 608-437-7025

Follow the prompt to enter your extension number

Please enter your password, followed by #

Follow the prompts to listen to existing voicemail

Press 1 - listen to messages

Press 2 - send a message

Press 3 - listen to saved message

If you listen to a message and just leave it, it will remain in your voicemail for 30 days.

Changing your greeting: At the main menu, after entering your extension number and password

Press 7 (change mailbox options)

- press 1 to record personal greeting
- listen to your current personal greeting
- re-record, press 2
- if correct press #