

To set up voicemail, when at school, dial extension 8047

You will be asked for your ID, which is your voicemail extension, followed by #.

Example: 1234#

Next, you will be asked for your Pin, which is your password, followed by #.

If this is the first time you are setting up voicemail the Pin is **112233#**.

If you have already set up a voicemail, but want to modify it, you will use the Pin (password) you created.

If you cannot get started with the **112233#**, or you don't remember your Pin, we can reset this for you. Please put a reset request in on the Help Desk.

Once you are in the system follow with the instructions as prompted.

To set up voicemail from outside of school, dial 434-939-9048

Voicemail messages will go to your Gmail account. Please note, once you have deleted a voice message from your email, it will delete your voicemail account.