



## HOW TO RETRIEVE MY VOICEMAIL MESSAGES

- Press the Message button on your phone
- Enter your pin followed by the #

**If you are unable to retrieve your voicemail messages because you don't know your pin:**

- Open a Help Desk ticket by sending an email to [helpdesk@elginisd.net](mailto:helpdesk@elginisd.net)
- Ticket must Include:
  - First and Last Name
  - Voicemail Extension Number
- A Technician will reply to your email with a temporary pin and further instructions