

# How do I....? Set up a Voicemail @ UNSW

1. Before you start, please read the UNSW Voicemail Guide -  
<https://www.it.unsw.edu.au/staff/telephony/docs/voicemail.pdf>
2. You will need a 'security code' to access your Voicemail. If you don't have the security code for the Voicemail that is currently on your extension, or you have forgotten your security code, ring 51333 with your staff number and extension number and ask Communications to reset the security code for your extension.
3. When you are in possession of a security code, you can follow the instructions in the UNSW Voicemail Guide.
4. To commence customising your Voicemail or to access any messages on the system, lift your receiver and dial 58222.
5. Follow the instructions and press the # button. If you are accessing your Voicemail from your own extension, you can press # for your Mailbox number. If you are accessing your Voicemail from another phone, enter your extension number, eg 51547 for your mailbox number. You will be then asked to enter your security code.