



Muskegon Community College

Office of Information Technology

SETTING UP YOUR VOICEMAIL ACCOUNT

Requirements:

- Campus phone extension that has a voicemail account.

Procedure:

1. Lift the handset as if you were making a call.
2. On single line phones, press the button under where the LCD screen says Message. On multi line phones, press the button that has a picture of an envelope on it.
3. The voicemail system will prompt you for your password, followed by the “#” key.
4. **YOUR INITIAL FIRST TIME ONLY PASSWORD IS 12345**
5. Follow the prompts from the voicemail system to enter your name, your personal greeting, and your password.