**Voicemail Shortcuts**

For accessing and operating voicemail for faculty/staff phone numbers beginning with 977
(If your number begins with 577 or 268, call 314-577-8000 to request voicemail instructions.)

**For SLU phone numbers beginning with “977”**

**Checking Voicemail:**

You can check your voicemail from your own office phone, from another office phone on campus, or from a phone outside of SLU. Follow these instructions:

- **From your office phone:** To log in to your voicemail from your own office phone, access the dial tone and press the *Message* button. The voice prompt will request your mailbox number. Press the # key. The voice prompt will request your password. Enter your password then press the # key. Listen to your messages and retain, forward, or delete as desired.

- **From another office phone on campus:** To log in to your voicemail from another office phone on campus, dial 76245 (7-MAIL). Enter your mailbox number (the last five digits of your phone number) and press the # key. Enter your password then press #. Listen to your messages and retain, forward, or delete as desired.

- **From a phone outside of SLU:** To log in to your voicemail from a telephone outside of SLU, dial 314-977-6245 (MAIL). Enter your mailbox number and press the # key. Enter your password then press #. Listen to your messages and retain, forward, or delete as desired.

**Changing Your Voicemail Password:**

1. Log in to your voicemail and press 84. *(Your default password is 17 followed by the last four digits of your number.)*

2. Enter your new password (must be between four and 16 digits). Enter your new password again.

3. Enter your old password and press the # key.

Please note: SLU requires that you change your voicemail password at least every 90 days. The voicemail system will notify you when your password is going to expire. However, you may change your voicemail password as often as you want. The new password *must* be different from the previous password.
Recording Internal, External and Temporary Greetings:

1. Log in to your voicemail and enter 82.

2. Press 1 to record an external greeting; press 2 to record an internal greeting; press 3 to record a temporary greeting.

3. Press 5 to begin recording your message.

4. Press # when finished recording.

5. Press 2 to listen to the recording. Press 83 to exit your mailbox or press 76 if you want to delete this recorded greeting, then press 5 to re-record.

When recording a temporary greeting, this message will override the external and internal greetings for a specified timeframe (it does not cancel them). After following steps 1-5:

6. Press 9 to enter an expiration date and time.

7. Listen to the voice prompt and enter the expiration month (1-12) followed by #.

8. Enter the day followed by #.

9. Enter the time followed by #. Press 1 for a.m., press 2 for p.m.

10. Press 83 to exit your mailbox.

Recording a Personal Verification:

A personal verification is a brief message that will be played in advance of any voicemail that you leave for others in the University system. To record your personal verification, follow these steps:

1. Log in to your mailbox and enter 82, then 9.

2. Press 5 to record your personal verification - say your first and last name and telephone number, then press #.

3. Press 2 to listen to the recording. Press 83 to exit your mailbox or press 76 if you want to delete this recorded greeting, and then press 5 to re-record.