**Configuring your Voicemail for the 1st Time**

* 1. Press the MESSAGES Button  on IP Communicator or on Cisco Jabber. Click call voicemail on Cisco Jabber
	2. When requested enter your password for the first time – 12345
	3. The prompts will guide you to set up your voice mailbox:
		+ 1. Changing your Password
			2. Identifying your Name
			3. Recording a greeting

**Accessing your Voicemail**

* + From your Cisco Jabber or IP Communicator
	+ Press the MESSAGES button. Click call voicemail on Cisco Jabber and listen to the voice prompt.
	+ Enter your password followed with #.
	+ Unity will then welcome you and give the number of new messages and saved messages.