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

* 1. Press the MESSAGES Button Icon

     Description automatically generated on IP Communicator or Graphical user interface, application

     Description automatically generatedon 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.