

Knowledgebase > VOIP > VOIP Mailbox Setup

## **VOIP** Mailbox Setup

Alexander White - 2018-08-10 - VOIP

- 1. Log into PPS (PennKey authentication required).
- 2. Within PPS, click "Features and Voice Mail" in the left column.
- 3. At the Features and Voice Mail Settings page, verify your phone number is listed at the top of the page.
- 4. Choose your preferred voice mail delivery option 1 thru 4.
- 5. Type a new password in the Enter New Password field which is located at the bottom of the screen.
- 6. After you have set a voice mail password, you can logout and begin to use your phone.
- 7. To check your messages, dial 6-8000 from any campus phone and then follow the prompts. If you wish, you can also record a greeting after logging into your voice mail account.