



Quick User Guide

“How access your voicemail from outside of the campus”

External Access to Voice Mail

Dial: 210-485-0005

Auto Attendant will answer and present: “If you have a mailbox within the system press 1”

- Press one

You will be prompted to enter your mailbox number

- Enter your mailbox number (5-digit extension number). Example: 50499

You will be prompted to enter your password

- Enter your password

Follow the remaining prompts as you would if you were using your desk phone on campus