

UGA Voicemail System: Remote Access and Out of Office Greeting

To dial into your voicemail remotely:

- Dial the message center number at 706-542-4234. *Consider saving this number in your contacts.*
- Enter your five digit telephone number, which is your mailbox number. Example: If your telephone number is 542-6962, enter 26962.
- Enter your voicemail passcode.
- This brings you to the voicemail main menu to listen to your messages or access other features.

To set your out of office greeting:

- Access the voicemail main menu from your office phone, or remotely by following the instructions above
- Press “4” for phone manager functions
- Press “6” to record out of office greeting
- Record your message, then press #
- Press # again to save and activate your out of office greeting
- To deactivate your out of office greeting, access your voicemail account and press “6”