**MTSU – EXCHANGE UM**

**VOICE MAIL INSTRUCTIONS**

**LOG IN:**

A. Dial in to Exchange UM 615-494-8648 and listen for the voice prompt.
B. Enter your extension number.
   (If you are calling from your campus phone, you will only be prompted for the password)
C. Enter your password and [#]. For instructions on resetting your password, visit
   [http://www.mtsu.edu/itdtele/ExchangeUM_ResettingPIN.pdf](http://www.mtsu.edu/itdtele/ExchangeUM_ResettingPIN.pdf)

**RECORD YOUR NAME:**

B. Press [3]. Your current personal name, if recorded, will be played. If not previously recorded, wait for the tone, then say only your first and last name, and press [#] to stop recording.
D. After you accept the recording, press [*] to return to the previous menu.

**CREATE YOUR PERSONAL GREETING:**

B. Press [1] for Personal Greeting
C. Your current personal greeting, if recorded, will be played. To re-record press [2] and press [#] to stop recording.
E. After you accept the recording, press [*] to return to the previous menu.

**CREATE YOUR AWAY GREETING:**

C. Your current away greeting, if recorded, will be played. To re-record press [2] and press [#] to stop recording.
E. After you accept the recording, press [*] to return to the previous menu.

**ACTIVATING YOUR AWAY GREETING:**

B. Your current away greeting, if recorded, will be played. Press [1] to accept the recording, or [2] to record your greeting again.
C. After you accept the recording, press [*] to continue.

*For additional information, visit [http://www.mtsu.edu/itdtele/services/voicemail.php](http://www.mtsu.edu/itdtele/services/voicemail.php)*