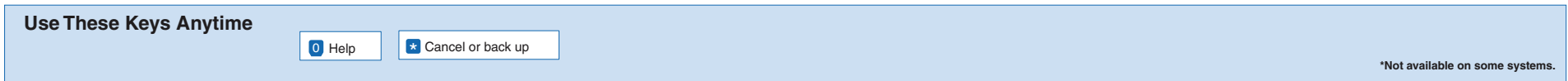
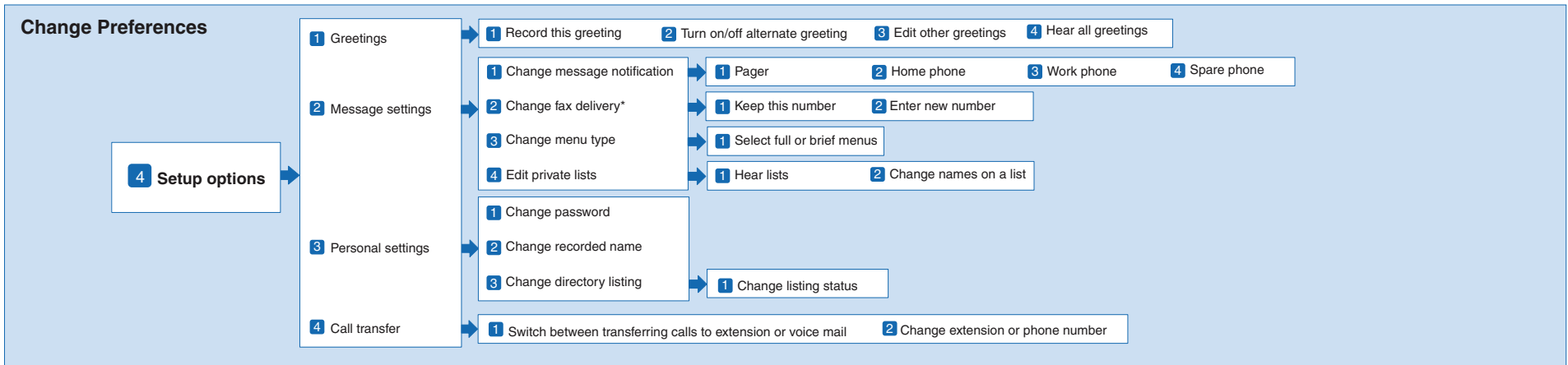
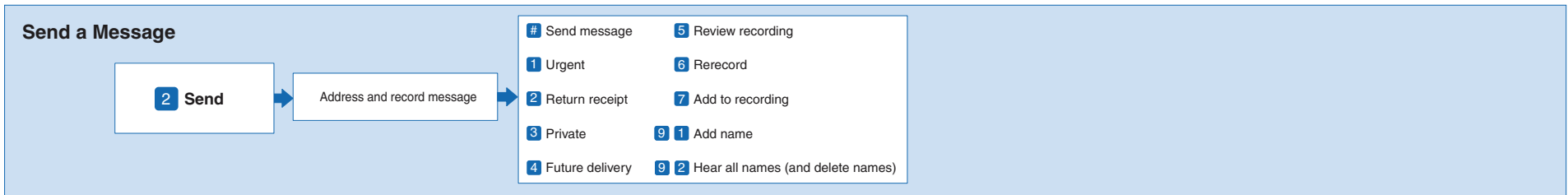


Voicemail Navigation

Default voicemail password
2580852



How to retrieve old voicemail

Visit voicemail.clemson.edu

Enter telephone number 656-xxxx and the PIN selected by the phone user

How to set up voicemail

Press message button. 

When prompted for your password, enter the default password: 2580852

You will be prompted to record your name announcement.

You will be prompted to record your personal greeting.

You will be prompted to change your password.

Your new PIN must be at least 4 digits, non-consecutive/non-repeating (numbers such as 12345 or 00000 are not accepted).

Note: Make sure you complete the enrollment process before you hang up so that your changes will be saved. Otherwise, you may have to start the enrollment process again.

How to access your voicemail from outside the office:

To access your voice mail from outside the office dial your 10-digit number and when your greeting starts playing press the * (star) key. You will be prompted to enter your ten digit extension number and # followed by your PIN.

NOTE: If you forget your new PIN, open a ticket with the helpdesk to reset your PIN

Listen to messages

Press the Messages button and follow the voice prompts. Or, press the session button next to the voicemail icon. You can choose New, Saved, or Deleted Messages.

Send Messages

Follow the prompts to send messages and you will have delivery options such as return receipt, mark as private, delayed delivery, delivery to multiple users.

Set Up Options

Follow the prompts to listen to set up options for changing your greeting, setting up alternate greetings, changing your personal settings such as password, etc.