

Mitel External Voice Mail Access

You may need to access your voicemail remotely if you are out of the office. If a DID is associated with your extension, you can access your voicemail from a phone other than your desk phone or Mitel Connect Client App.

To access your voicemail from another phone,

1. Dial your ten-digit Phone Number.
2. When you hear the voicemail greeting, press *.
3. At the next prompt, press #.
4. When prompted, enter the extension you want to manage.
5. Enter the password for the extension you entered, and then press #.