



Voice Mail Features

Checking VM from a ShoreTel VoIP Phone

1. Press the Voice Mail tab.
2. Enter your extension number.
3. Enter your password.
4. Press the # key.

Checking VM from off campus

1. Dial Northland's automated number -6999.
2. Press # and then your extension number.
3. Enter your password, followed by # key.

Changing VM from on or off campus

1. Log into your Voice Mail using the steps above.
2. Choose #7, 'Change Mailbox Options'.
3. Choose #1, 'Record Greeting'.
 - a. Record your greeting at the tone. Press the # key and when finished select one of the following:
 - i. # - Accept
 - ii. 1 - Review
 - iii. 2 - Re-record
 - iv. 3 - Delete
 - v. Cancel