To access your office voicemail remotely:

a. Call your office phone number from your remote device.

b. Your call will ring several times before the voicemail picks up.

c. When your voicemail message begins, hit the **star (*)** key.

d. You will be prompted to enter your ID followed by pound (#). Your ID is your four-digit office phone extension.

e. You will be prompted to enter your voicemail PIN followed by pound (#).

f. You are now within your voicemail. Follow prompts accordingly to listen to, delete and forward voicemails, change settings, etc.