Office 365 - UNCP Campus Voicemail Setup
Individual and Departmental

To set up voicemail for the number that is displayed on your office phone, press the "messages" button and follow the instructions.

Initial PIN = 123456

Need to set up a different voicemail box than the number on your phone?

If you need to set up voicemail for a number different than the one listed on your phone (such as a departmental voicemail box), follow the instructions below.

1. Dial **4773** (or **910-775-4773** from an outside line)
2. As soon as you hear the greeting, press the asterisk ***** and dial the 4-digit extension of the voicemail account you would like to access.
3. Use the initial PIN "**123456**".
4. Follow the prompts to personalize the voicemail box.
5. At the end, you will be asked to change the PIN.

Anyone who has access to the shared mailbox can review the messages.

Anyone who wants to dial into a voicemail account must know the PIN for that account.