

CONNECTING TO YOUR MAILBOX

From Your Office

Use this procedure when you are calling from a telephone line in your office with the SAME number as your voice mailbox.

DIAL: 5-0000

ENTER: YOUR PASSWORD

From Other Locations, Including Off-Campus

Use this procedure when you are calling from a telephone line other than the phone in your office (including off-campus).

DIAL: (650) 725-0000

Dial 5-0000 from a Stanford telephone.

**ENTER: YOUR 10-DIGIT MAIL
BOX NUMBER**

PRESS: #

ENTER: YOUR PASSWORD

PRESS: #

VOICE MESSAGING

QUICK REFERENCE GUIDE

STANFORD
UNIVERSITY

INFORMATION TECHNOLOGY SERVICES

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At-A-Glance

This chart represents frequently used functions of the Stanford Voice Messaging system. For a complete diagram of functions, see the Schematic PDF at voicemessaging.stanford.edu.

