Each voicemail user sharing a line will have a unique 5-digit mailbox number provided by Telecom Systems personnel during service setup. A menu will play automatically using computer-generated speech (e.g. To leave a message for (name), press 1, to leave a message for (name), press 2). If you would like to record your own menu, go to: www.ipf.msu.edu/voicemail, click on the link to submit a service request and request creation of an announcement number.

Message notification for shared mailbox users is accomplished via the Unified Messaging feature. Once you have set up your mailbox, go to www.telecom.msu.edu/vm to set up Unified Messaging.

**TO SET UP YOUR MAILBOX:**
From the campus line associated with your mailbox:
- Dial 2-0000 or press the Message button
- Press #
- Enter your 5-digit mailbox number
- Enter temporary passcode 78283 (STATE)
- Follow tutorial instructions

**TO ACCESS VOICEMAIL:**
From the campus line associated with your voice mailbox:
- Dial 2-0000 or Press the Message button
From off campus:
- Dial (517) 432-0000
- Press #
- Enter your 5-digit mailbox number
- Enter your password

**TO RECORD A Menu in your own voice (Optional):**
From the campus line associated with your mailbox:
- Dial 1-3060
- Enter the announcement number provided by Telecom Systems
- Press 1 to record or 2 to delete
- Press # when finished