

Forwarding Voice Mail Message(s)



While listening to the particular message that you would like to forward to another on campus mailbox subscriber, you can do the following:

1) Press **2** to “**Forward**”

NOTE: The only exception would be if an on campus subscriber who originally left you the message, had restricted message forwarding. (Not likely)

You will be prompted with the following request:

“Enter the mailbox number of the person to whom you wish to forward this message.”

2) Enter the mailbox number (**XXXX**) of the person to whom you want to forward the message.

NOTE: The mailbox number is usually the same as the phone number with the exception being a part time faculty member who would share a phone, but have a unique mailbox number.

You will be prompted with the following:

“This message will be forwarded to (it will then play the recipients name), to start recording the introduction press 2, to stop recording, press 2 again.”

At this point you have two options:

Send the Message with an Introduction:

Press **2**, record a short introduction, then press **2** again when finished. After recording your introduction you will be given the option to press **5** to send the message along with your introduction.

Send the Message without an Introduction:

Simply press **5** to send the message.

You will then be offered the opportunity to forward the same message to another mailbox user, or to quit. Follow the appropriate prompts.

NOTE: After pressing 5, the original message will remain in either your new or saved message box unless you delete it. If you hang up after pressing 5, the message will automatically remain in its present state (saved or new).