# Accessing Voicemail

Unified Messaging (Voicemail to Email)

- Email will contain a copy of new voicemails in a WAV file that can be played on your device (Voicemails will get forwarded to email)

Access through your Desk Phone

- Press the VM icon (🔲 or "Messages") on your phone
- Enter your PIN followed by #

Accessing through another telephone

From on campus, Dial your desk phone (last 5 digits) or dial 67300

- Press * when your call is answered
- Enter in your 5-digit phone number followed by #
- Enter your PIN followed by #

From off campus, Dial your desk phone or dial (410) 706-7300

- Press * when your call is answered
- Enter in your 5-digit phone number followed by #
- Enter your PIN followed by #

Web Inbox

You may access your voicemail by visiting https://umaryland.edu/myphone

Most commonly used options for VM are as follows:

Once access has been granted to the VM system, it will playback the "recorded name" on the mailbox and announce the total number of NEW and SAVED messages. New messages will begin to play automatically.

While listening to your messages, commonly used options:

1	Repeat a message or restart
2	Save
3	Delete
4	Slow playback
5	Forward (option to record)
6	Fast playback
7	Rewind, Go back 3 seconds
8	Pause/Resume
#	Marks message as New

Self-Service Portal

You may access phone settings by visiting https://umaryland.edu/myphone

Using Call Forwarding

1. Select **Call Forwarding**
2. Enter in the destination number

To reset your Voicemail PIN

1. Go to https://umaryland.edu/myphone
2. Select **Messaging Assistant**
3. Under **Password**, select **Change PIN**

Email help@umaryland.edu for assistance or visit us at
https://www.umaryland.edu/cits/services/campus-telephone-service/