

COMMUNITE LOG-IN INSTRUCTIONS

Step 1. Log into myUM, click on **Update Voicemail Information** and follow the simple instructions for adding your personal mailbox number and creating a voice mail passcode. This must be done first to enable your mailbox. If you use a departmental number and mailbox that is shared by several people, call the 284-6565 option 1 and a passcode will be assigned to you.

Step 2. Access the new voicemail system using one of the voicemail system numbers listed below.

Step 3. Set up your mailbox by recording your name and personal greeting by using your mailbox number and the passcode you just created. When you access your mailbox for the first time, a tutorial will help you through recording your name and personal greeting.

How to access your mailbox:

From inside your organization

1. Dial the voicemail system number:

Gables/Rosenstiel/Kendall: 83888

Medical: 63888

2. When the system greets you, enter your mailbox number and passcode, then press # to enter.

Example: 83888 (voicemail system), 82211 (extension), #, passcode, and #.

From outside your organization

1. Dial the voicemail system number:

Gables/Rosenstiel/Kendall: 305-284-3888

Medical: 305-243-3888

2. When the system greets you, enter your mailbox number and passcode, and press # to enter.

Example: 305-284-3888 (voicemail system), 82222 (extension), #, passcode, and #.

From your phone number

1. Dial the voicemail system number

2. When the system greets you, enter your passcode and #.

Example: 82211 (voicemail number), passcode, and #.

From the internet

1. <http://www.voicemail.miami.edu>

2. Log in with your regular university user ID and password (not your phone number and voicemail passcode)