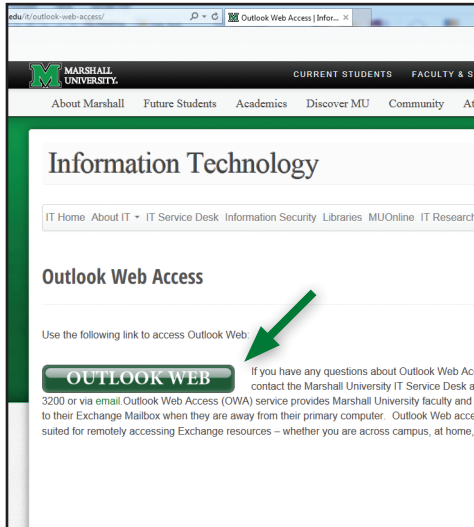
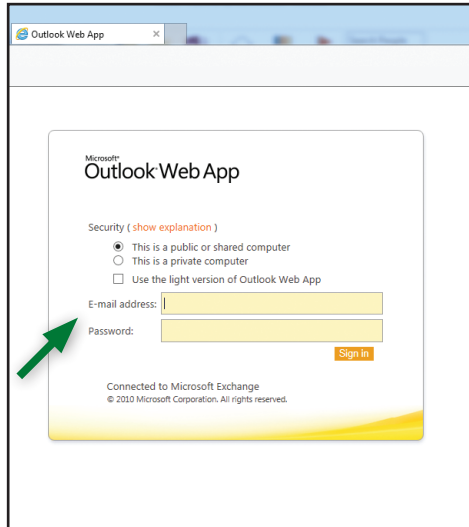




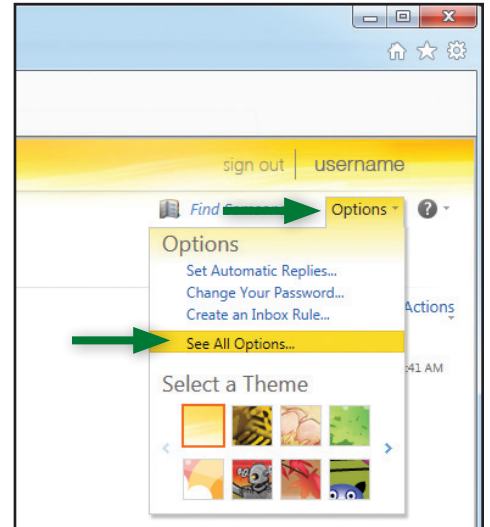
Reset Voicemail Pin



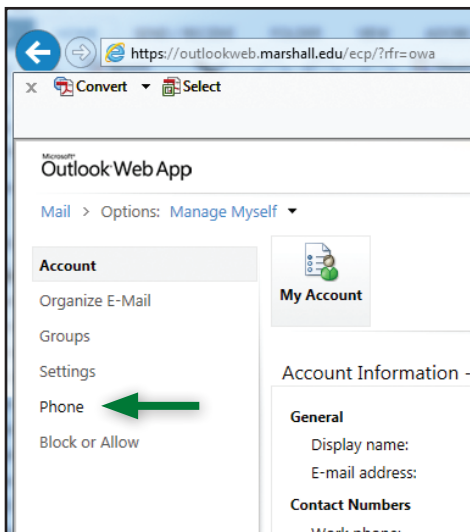
1. Navigate to **outlookweb.marshall.edu**.



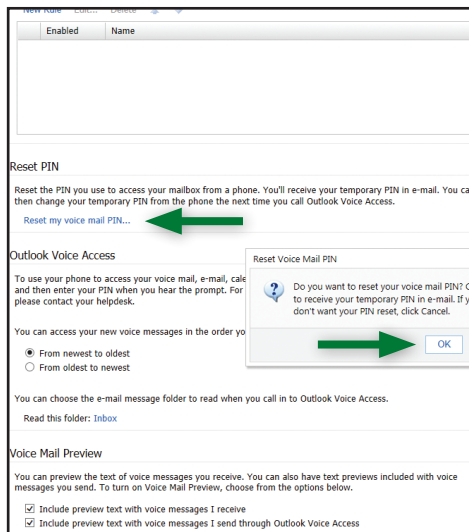
2. Login using your **Marshall email address** and **domain password**.



3. In the upper right hand corner click **Options** then **See All Options...**

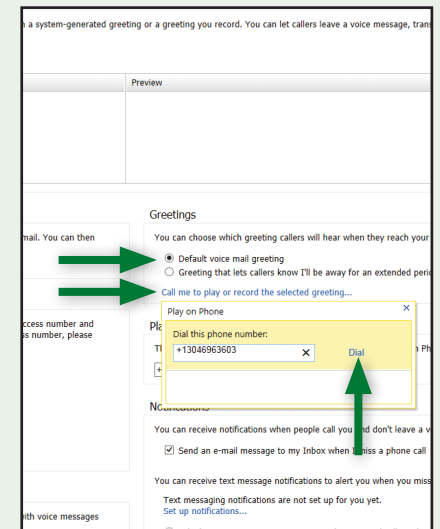


4. Next, click **Phone** in the list on the upper left hand side of the screen.



5. Click on **Reset my voice mail PIN...**
A warning window will appear asking if you are sure you want to reset your PIN. If you click **OK** you will receive an email with your new PIN.

Record Default Voicemail Greeting



To record your default voice mail greeting click the **“Call me to play or record the selected greeting...”** link with the **“Default voice mail greeting”** option selected. A pop-up will display the extension associated with your domain account. Click **Dial**. It will call the number selected and from there follow the prompts to record the voice mail greeting.