TO ACCESS YOUR MAILBOX:

1) Dial 5-8168 from your phone, enter your PIN (password) followed by #
2) Dial 617-495-8168 from outside the university, and then press *
   Enter your ID (5-digit extension) followed by #
   Enter your PIN (password) followed by #

Note: if you have a pseudo voice mailbox, you will always need to press * and enter your pseudo mailbox ID # before you can enter your PIN. If you are using Message Notification, you must use 9+1+area+number; do not use the one-second delay