Listen to Voice Mail

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Listen to Voice Mail by Computer
There are two options available to play voice mail from your computer.

1. Play the message from Outlook using your computer’s speakers.
2. Play on Phone feature to listen to the voice mail on your phone.

Playing Voice Mail from Outlook

Note: the same tasks can be done by using Microsoft Web Access (OWA)
https://email.utoledo.edu

1. When you receive voice mail you will see a message in your inbox as shown below.
2. To play the message using your computer speakers, click the play button in the body of the message.
Playing Voice Mail Using Play on Phone

1. When you receive voice mail you will see a message in your inbox as shown below.

   ![Voice Mail Message Example]

   To listen to the message on your phone, click the Play on Phone button in the message.

2. Click the Play on Phone button in the body of the voice message.
3. The Play on Phone dialog box will appear with your telephone number listed in the dial menu. Click the dial button.
4. Answer your phone to begin listening to your voice mail.

Listen to Voice Mail using your Desk Phone

1. Dial 6000 from your desk phone (voice mail access number)
2. Enter your PIN when prompted
3. The system greeting will ask you what you would like to do, say Voice Mail
4. Your voice messages will be played

Listen to Voice Mail from Off Campus

1. Dial 419-383-6000 or 419-530-6000 (voice mail access number)
2. Enter your extension number – 7 digits – either 383xxxx or 530xxxx
3. Enter your PIN when prompted
4. The system greeting will ask you what you would like to do, say Voice Mail
5. Your voice messages will be played

Listen to Voice Mail using an on-campus Phone other than your own

1. Dial 6000 from the desk phone (voice mail access number)
2. Press the star (*) key
3. Enter your extension number – 7 digits – either 383xxxx or 530-xxxx
4. Enter your PIN when prompted
5. The system greeting will ask you what you would like to do, say Voice Mail
6. Your voice messages will be played