Send Voice Mail to Distribution List

Use the Instructions below to send a message to a distribution list using the Exchange Unified Messaging System. There are two types of Distribution Lists in Exchange 2010’s system:

1. System Distribution Lists – you must have permissions to send to these lists. Contact Mary Kurtz at mary.kurtz@utoledo.edu or via the phone at 530-4805 for more information.
2. Distribution Lists within your mailbox.

To send a message to a distribution list:

1. Dial 6000 from your desk phone (voice mail access number)
2. Enter your PIN when prompted
3. After the greeting, say Personal Contacts
4. When the systems asks what name are you looking for?
5. Say the name of your distribution list
6. Say "Send a message", then record the message
7. Press the pound key (#) when finished
8. Say Play it back to review the message for accuracy
9. If you are satisfied with the recorded message, say Send it to have the message sent to the distribution list