We recommend that if you are working remotely, you forward your work/office calls to your personal phone. This guide will explain how to remotely check your work/office voicemail should you miss a call.

1. From your personal phone (it does not matter if you call from a mobile or landline), dial your office number, complete with area code.
   a. For example, 555-555-5555.

2. Let the phone ring until your outgoing recorded message begins to play. While the recorded message is playing, press the asterisk button twice, quickly.
   a. For example, while my outgoing recorded message says my name, I press **

3. A recorded voice will come on with several prompts. The last prompt will instruct you to press the pound key to access your voicemail. Press the pound key (#).

4. You will be asked to enter your mailbox number. This is your seven digit phone number, the office number you called without the area code.
   a. For example, 555-555

5. You will then be prompted to enter your password, followed by the pound key (#). This is the same password you enter in your office phone + #.

6. You will now be in your voicemail, where you can listen to and manage messages.

If you need additional help, please contact the Help Desk at 713-486-4848.