

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

<https://ww2.uth.edu/covid19/documents/how+to+download+respondus+lockdown+browser.pdf>

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, 555-5555*

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.