**Access Voicemail Remotely**

**Using Auto Attendant**

1. Dial the main phone number to your company

2. When the Auto Attendant answers, press the \* key

You will hear the response: Please enter your account number, this is your extension number.

After you enter your account/extension number, you will hear: Please enter your password followed by the pound Key (#). You will enter the voicemail PIN of the mailbox you wish to check.

**Using a Softphone Application**

Using any softphone application such as AbsoluteVoice mobile you can access voicemail remotely by dialing 5001.

**Using Web Portal**

1. You can access your own voicemail via the web portal.

2. Click on Messages to access your voicemail messages

A screen shot of a phone

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