From a telephone outside of Woodbury:
1. Press the Messages button on dial 1.
2. Press the Messages button on dial 40.
3. Enter your extension and then #.
4. Follow the same instructions as if you were at your desk.

From another person's phone at Woodbury:
VoiceMail.

Press * to return to previous menu.

System Flowchart:
Please see: Woodbury Messaging

Kevin: It is already set up, you will not need to do anything. If you do, you will need to call the Help Desk.
1. Press the Messages button on dial 40.
2. Enter your password (if you are the first time user)
3. Enter your extension followed by #.