



FORT VALLEY STATE UNIVERSITY™

A State and Land-Grant Institution • University System of Georgia

From Exchange Unified Messaging to Cisco Unity Voicemail

When you first access voicemail, you will be asked to initialize your mailbox. Pre-recorded prompts will guide you through the initialization process, which includes recording your name, recording a greeting, & changing the default password to a password (PIN) of your choice.

To use your phone to access your e-mail, calendar, & contacts, call your outlook voice access number & enter your PIN at the prompt	
Your access number(s):	8000
Your Phone Number:	7015
Your PIN:	12345

Accessing Voicemail

If asked for a PIN, enter it and press .
Note: If you are calling from someone else's phone, you must press to enter your own ID (usually your extension) and press . Then enter your PIN and press again.
•If you are asked for your ID (usually your extension), enter it and press . Then enter your PIN and press again

Quick Steps

1. Pin will always be 12345 prior to setting up account
2. Recorded name will be the next option
3. Personal greeting option 1 or press # to record at a later time
4. Create Pin to retrieve voice-mails
5. Confirm Pin
6. Voice-mail box set-up complete

EEO Statement

Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fort Valley State University.

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