QuickGuide Unified Messaging

Getting Started With Voice Commands

Unified Messaging offers voice commands that allow you to access your email, calendar, and contacts from any desk or mobile phone.

1. **Call the Outlook Voice Access number:** 6-4400 or 203-436-4400

2. **Enter your PIN at the prompt.** If you are calling from another extension or mobile phone, you will be asked to enter your mailbox number (the last five digits of your phone number).

3. **Listen for a summary of your messages.** Example: “You have 1 new voicemail message, 10 new email messages, you are currently in a meeting at (location) or your next meeting is at (time).”

4. **Say the name of the feature** you would like to access:

   “Voice Mail”
   “Email”
   “Calendar”
   “Personal Contacts”
   “Directory”
   “Personal Options”

5. **Follow the prompts** to hear more information and/or respond to emails or calendar invitations; change your greeting, etc.

For a complete list of voice commands, see the *Quick Start Guide for Outlook Voice Access.*

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