



Town of Essex - Information Systems

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Title: Mitel - Logging in to Voicemail from an External Phone

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Call the main number for the Town 519-776-7336

When you hear the greeting, press * # in succession.

When prompted, enter your extension.

Enter the password for your extension, and then press #

Press 7 for Mailbox options and follow the prompts to change your voicemail greeting.