

If you are an Office 365 user with Voicemail, please call 404.727.7100 to access all voicemail options including greetings.

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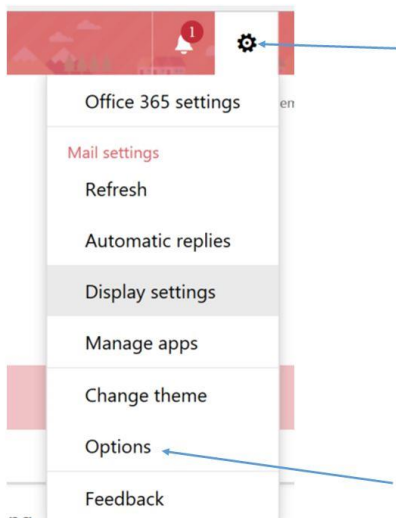
Procedures:

To access voicemail options in O365's OWA (email.emory.edu), follow the instructions below.

1. Log into Office 365's OWA (email.emory.edu) and enter your ID and password



2. Click on the cog/gear icon in the top right corner of the screen and select “Options”



3. Select the “General” tab followed by selecting the “Voicemail” tab. This will show you all of the OWA options available for Voicemail. Select the “Voicemail” option you are interested in. Each voicemail option gives an overview of its function after you click on it.

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