

How to set your voicemail message off campus:

1. Call your phone number, for example 419-995-xxxx
2. When you hear your message, press *
3. When prompted for password, enter your pin number.
4. If you do not remember your pin number, please do the following. Otherwise, skip to step 5:
 - a. Make sure your computer is connected to the VPN. The following website is not available to the public internet.
 - b. Open a web browser and go to <http://thevoice3.rhodesstate.edu/ucp>
 - c. Click on Forgot Password?
 - d. In the user name box, type your 4 digit extension
 - e. Click on "Send Me A Password Reset Link"
 - f. You should then receive an e-mail from the system with a link to click on that will allow you to set your new PIN.
 - g. After trying this method, if you are still unable to login to your voicemail, please contact the helpdesk. They will open a support ticket for you and then someone will get in contact with you to help you.
5. When you hear the voicemail menu listen to the options, press 0 for mailbox options.
6. Press 1 to record your unavailable message.
7. Follow the rest of the prompts to set your message.

If you need assistance with this process, please contact the helpdesk at 419-995-8069 or e-mail at helpdesk@rhodesstate.edu to open a support ticket requesting help.