



### **Checking voicemail while teleworking**

If you need to reset your voicemail password, contact the OMES Service Desk by [email](#) or 405-521-2444.

Steps to access voicemail from outside the office:

1. Call your own phone number.
2. When your voicemail answers, press the \*.
3. Enter your password, followed by the #.

**or**

1. Call the voicemail access number **405-522-7500**.
2. When asked, enter your five-digit extension.
3. Enter your password, followed by the #.

PLEASE NOTE: Access number and number of digits in extension may vary depending on your location.

### **Voicemail to email**

If you are a voicemail to email user, all voicemail messages will be delivered to your email as a .wav file. You will not have access to your voicemail messages remotely unless you have access to your email remotely.

### **Voicemail shortcuts**

'#' – To skip someone's greeting, press # to start recording your message.

'1' – After logging in to your voicemail, press 1 to go straight to your messages.

'2' – Press 2 to skip the header and go straight to the message.

'7' – Delete message.

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