

CallXpress Voice Mail

First time logging into a voice mailbox?

When logging into the CallXpress voicemail system for the first time you will be guided through a quick set-up tutorial.

Setting Up Your CallXpress Voice Mailbox

From your office telephone:

1. UTM - Dial 5466
2. Enter your password, the default password is 1111.
3. CallXpress will then take you through a quick tutorial where you will set your voicemail password, record your name and record a standard greeting.

From another campus telephone:

1. UTM – Dial 5466
2. Press * to get to the CallXpress main menu then press # and enter your mailbox number.
3. Enter your password, the default password is 1111.
4. CallXpress will then take you through a quick tutorial where you will set your voicemail password, record your name and record a standard greeting.

From off-campus:

1. UTM - Dial 905-828-5466
2. Press # and enter your mailbox number.
3. Enter your password, the default password is 1111.
4. CallXpress will then take you through a quick tutorial where you will set your voicemail password, record your name and record a standard greeting.