

## 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. St.George - Dial 81700
2. Enter your security code, the default security code 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. St.George – Dial 81700
2. Press \* # and enter your mailbox number.
3. Enter your security code, the default security code 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. St.George- Dial 416 -978-1700
2. Press # and enter your mailbox number.
3. Enter your security code , the default security code 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.