

Using the Voice Mail System for Adjunct Instructors

Note: If you are accessing the voicemail for the first time, the default passcode is **1234**.

Instructors

1. Dial **708-709-3740**.
2. When attendant answers, press *.
3. Wait until you hear the message: *Welcome to the message center, please enter mailbox number.*
4. Enter your 4-digit extension.
5. Press * again.

Students

1. Dial **708-709-3740**.
2. When attendant answers, press *.
3. Wait until you hear the message: *Welcome to the message center, please enter mailbox number.*
4. Enter your instructor's 4-digit extension.
5. Leave a message.