Call the **NuPoint** Messaging System

Accessing Your Voice Mailbox From Your Office

- 7000
- Enter your passcode

Accessing Your Voice Mailbox From Another Office

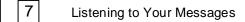
- 7000
- * * followed by your mailbox number
 - Enter your passcode

Accessing Your Voice Mailbox From Outside the University

- Dial the University's main number 613-562-5800
- 7000
- * followed by your mailbox number
- When you hear your greeting, press *
- Once prompted, enter your passcode

Quick Message Go directly to the Messaging System

- 7000
- * followed by the voice mailbox number you are calling
- record your message
- hang-up



- Pause for 30 seconds (Press 7 to resume)
- Move back within the message
- Move forward within the message
- Skip to your next message
- Go back to beginning of previous message

- Erase message
- Save message
- Answer a message
 - Forward message to another extension
- 8 Time/Date

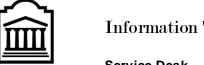
Record A Message 6

- Pause for 30 seconds (Press 7 to resume)
- Delete actual address
- Start message
- Listen to recorded message
- Message addressing options
- 3 Erase recorded message and start over
- Continue to record actual message
- Send and exit to main menu

- Message 6 Addressing Options
- 2 Confidential
- Receipt request
- 8 Urgent
- Future delivery
- Exit message options

8 User Options

- Change your greeting
- Change your name
- Change your passcode
- 5 Distribution lists
- Exit to main menu



Information Technology

Service Desk

Website: www.it.uottawa.ca/service-desk-request/

Telephone: 613-562-5800 extension 6555

TIPS:

Press 6 to skip the greeting.

Press # and the extension number to reach another user when in someone's voice mailbox.