

# How-To: Setup your Voicemail Remotely

When you are off campus and need to setup/change your voicemail settings.

## Here's how it's done

### Steps

- Call 518-244-4500
- Enter your extension for the username and the password
- Follow prompts to setup voicemail



If your extension is 1234, then your password will also be 1234.

## Wrapping up

Configure voicemail remotely.

## Related articles

- [How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account](#)
- [How-To: Setup your Voicemail Remotely](#)
- [How-To: Use Conference Room Kiosks](#)
- [Audio-Video Conferencing Overview](#)
- [How do I obtain a phone?](#)