

How to set your Webex voicemail PIN

From physical phone:

1. Press the voicemail button on your phone
2. Enter your PIN: 16012024
3. You will be required to change your PIN
4. You will be required to record your name
5. You can set any other greetings in there as well

From the Webex desktop app:

1. Click the **Voicemail** option in the left pane
2. Click on the icon to the far right (looks like a handset from a phone)
3. If you have a shared line, choose the line you want to go into.
4. You will be required to change your PIN
5. You will be required to record your name
6. You can set any other greetings in there as well

How to reset your PIN if you forgot it

1. Log into the user portal at <https://user.webex.com/webappng/hub/welcome>
2. Enter your email address (your starid@minnstate.edu)
3. For the first time, it may ask you for your StarID password.
4. Go to **Settings**
5. Go to **Calling**
6. Go to **Voicemail**
7. Click the "Reset voicemail PIN"