

How to Access Voicemail Remotely

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The following are directions on how to access your voicemail remotely and leave an appropriate away message.

Call

CallXpress external number	(650) 508-3700
Press	#
Your mailbox number	xxxx
Your security code	xxxx

- **To listen to voicemail**, press 1
- **Out of Office Greeting**
 - Press 3
 - Personal options press 1
 - Record personal greeting press 3
 - Out of office Greeting press 3