



Setting up voice mail

The security code for new phones has been set to the default security code 111111.

Log into voicemail by pressing the MESSAGES button or by dialing extension 52000 (480-965-2000 from off-campus/cell). Enter your mailbox number (your 5-digit ASU extension) and the default security code (111111). The system will walk you through setting up a new security code, recording your name and recording a personal greeting. Once completed, the mailbox will begin to accept messages.

Your personalized security code must be 6-15 digits in length. It cannot contain the extension number, it cannot be a consecutive series or a single repeating digit. Security codes expire after 6 months.

For future security code resets, after the mailbox has gone through the initial set up process, you can go to the web at <https://voicemail.asu.edu> and click on the "forgot my security code" link. The system will send an email to your ASU email address with a link to update your security code.