

Accessing Shared Mailbox messages

As a Shared mailbox user, you would access your mailbox as follows:

On your phone - dial 6999

- The system will ask for a mailbox number, enter your mailbox number
- The system will ask for your security code, enter the security code, then you are in your mailbox

From another phone on campus that has voicemail – dial 6999

- When the system asks for a security code, press * #
- The system will ask for a mailbox number, enter your mailbox number
- Then system will ask for your security code, enter the security code, then you are in your mailbox

From another phone on campus that does not have voicemail – dial 6999

- You will hear the main “Welcome to Humboldt State University Voice Messaging” message
- Press the # (pound key)
- The system will ask for your mailbox number, enter your mailbox number
- Then the system will ask for your security code, enter the security code, then you are in your mailbox

From off campus – Locally you can call 826-6999 or long distance you can call 866-826-4867

- You will hear the main “Welcome to Humboldt State University Voice Messaging” message
- Press the # (pound key)
- The system will ask for your mailbox number, enter your mailbox number
- Then the system will ask for your security code, enter the security code, then you are in your mailbox