

Personal Distribution List

You can request to have a Distribution List added to your mailbox. A Distribution List allows you to have one voicemail number to leave messages in, and multiple people will get that message in their mailbox. If a distribution list is wanted, ask your Key Advisor to submit a Service Request with the following information, including name and extension and/or mailbox number. There is no charge.

Information needed

- Who is the mailbox sponsor (owner) and what extension will it be on
- Who can post messages to the distribution list:
 - All Voice Mail System users
 - All members of the distribution list
 - Specific mail box numbers only
 - Sponsor (owner) only