

## **HOW TO ACCESS YOUR VOICEMAIL**

- 1. Dial – 908-731-4400**
- 2. Put in your extension then hit the # sign**
- 3. You will be asked for a password... put in your password (if you have not set up an initial password then the password is #)**
- 4. If you have not set up a password set one up must be 5 or more digits, you can then create a personal greeting**
- 5. If you forgot your password: Please send an email to [cvanputten@plainfield.k12.nj.us](mailto:cvanputten@plainfield.k12.nj.us)**

**Follow directions accordingly to get messages.**