




Accessing & Managing TAMU-SA Voicemail


From an external line

- Dial 210-784-5999 phone number to call Cisco Unit Connection Server
- Once the system message begins to play, Press the [*] key on your personal phone.
- The system will prompt you for your ID - this is your 4-digit extension number.
Enter your 4 digit extension and press[#] key
- The system will then ask you for your PIN number; this will be your voicemail password.
Enter your PIN and press [#]

From *any* Cisco Phone on Campus

- Press the Messages button:  (or dial 5999)
- Once the [Message] button is pressed, immediately press the [*] key.
- The system will prompt you for your ID - this is your 4-digit extension.
Enter your 4-digit extension number and press [#] key
- The system will then prompt you for your PIN (your voicemail password).
Enter your PIN and press # key.

From *your* Cisco Phone on Campus

- Press the [Messages] button on your phone: 
- The system will prompt for your PIN (your voicemail password).
Enter your PIN and press # key.

From a web-browser

- Navigate to <https://voicemail.tamusa.tamus.edu/inbox>
- Log in with your TAMU-SA Windows username and password.
- Click on the Message tab to access and manage your voicemail

CHANGING OR GETTING YOUR VOICEMAIL PIN(Password) RESET

- If you do not remember your PIN and would like to get it reset,
call the ITS Helpdesk at 210-784-HELP (4357)
- Or if you would like to reset your voicemail using the Web portal, go to the following URL
<https://voicemail.tamusa.tamus.edu/inbox/>
and log in with your TAMU-SA Windows username and password
- Click on the Settings button, and then on the Password link to change the password.