Changing Your Password

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Changing your password

For security reasons, you should change your password from the one you were first assigned. After that, you can change your password as often as required. Help keep your mailbox secure by choosing passwords that are not easily discovered.

To change your password

2. Enter a new password; press #.
   Your password may be from 4 to 16 numbers or letters, except the characters # and *.
3. Enter the new password again, then press #.
4. Enter your old password, then press #.

If your password expires, follow the steps for changing a password.

Record your name (personal verification)

Personal verification records your name and other details such as your title or extension number. Your personal verification is used in your greetings and outgoing messages, in name dialing, and in remote notification announcements.
To record a personal verification

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>1.</td>
<td>While logged in to Voice Messaging, press 0 [9].</td>
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<tr>
<td>2.</td>
<td>Press 5 to record. Wait for the tone, then record your name and, if you wish, your title or extension number.</td>
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<tr>
<td>3.</td>
<td>Press # to end the recording.</td>
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<td>4.</td>
<td>When you have finished recording, you can play your name and rerecord it if you wish.</td>
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<td></td>
<td>✷ To play your name, press 2.</td>
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<td></td>
<td>✷ To rerecord, press 5 to record while at the beginning of your name. Record your name and press # to end the recording.</td>
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</table>

"The personal verification is (name)."  
Or, "There is no name for personal verification of mailbox (number)."

Recording begins.

"The personal verification is (name)."

The recorded name plays.

The new recorded name will replace the old one.