

New Employee Integration Plan

Topic : Using Voice Mail: Worksheet

Topic/Skill

Completed?

Setting up your Voicemail:

1. Record your name in the directory (with ext.)
2. Record your Mailbox greeting (update daily)

Using your Voicemail:

3. Check your voicemail messages
4. Reply to Winnie's voicemail
5. Send a voicemail to the Integration Group
(you'll have to key in the individual extensions; there is no "System Voice Mail Group" established)
6. Send a voicemail to Sharyn – stamped confidential
