

**MASON VOICE MAIL:
SET UP INSTRUCTIONS FOR MAILBOXES ON MENUS/SHARED LINES**

🌐 voicemail.gmu.edu | 📞 703-993-3546



ACCESS YOUR VOICE MAIL FOR THE FIRST TIME

From on-campus:

1. Dial 3-7900 (or press your Message key)
You will hear, "CallPilot, mailbox"
2. Enter your seven (7) digit mailbox number (xxxxxxx)
3. Press #
4. Enter your temporary password
(12 plus your 7-digit mailbox number)
5. Press #

From off-campus:

1. Dial 703-993-7900
You will hear, "CallPilot, mailbox"
2. Press #
3. Enter your 7-digit mailbox number (xxxxxxx)
4. Press #
5. Enter your temporary password
(12 plus your 7-digit mailbox number)
6. Press #

CHANGE YOUR PERSONAL OPTIONS

To change your password:

1. Press 8 for Mailbox Commands
2. Press 4 for Password Change

To change or record your personal verification or name:

1. Press 8 for Mailbox Commands
2. Press 2 for Greetings
3. Press 9 for Personal Verification (Record Name)

To change or record your standard (personal) greeting:

1. Press 8 for Mailbox Commands
2. Press 2 for Greetings
3. Press 1 for External Greetings