

If you are an ACD member, the way you access your voicemail has changed slightly:

### To access your voicemail

1. Dial **55100** (not 55111)
2. Enter your password
3. Press #

### To log in from outside the university

1. Dial **(416) 736-5100** (not 736-5111)
2. Enter your 5-digit mailbox number
3. Press #
4. Enter password
5. Press #

### Call Forward (internal only to voicemail)

1. Press Forward key
  - a. Arrow will flash
2. Dial **55100** (not 55111)
3. Press Forward key again
  - a. Flashing arrow will remain lit

It is important that you dial 55100 when accessing your mailbox and forwarding calls to voicemail. The previous access number 55111 has been redirected to the new voicemail system, and if you use the previous extension, calls will not be forwarded to your voicemail.