How do I change my voicemail password?

Note: When you log into your voicemail the first time you will be asked to change your password from “1234” automatically. These instructions only apply to users who wish to change their password subsequently to the first time they log in. If you have forgotten your password, contact the Help Desk at help.desk@millersville.edu or at 717-871-7777.

1. Login into your voicemail
2. Press 4 to enter administrative options
3. Press 2 to modify administrative options
4. Press 1 to modify your password
5. Press 1 to change password
6. Enter your new pass code and then press pound
7. To keep your new password you have set, press pound