HOW TO COMPOSE AND SEND A NEW MESSAGE

Call our office at 504.865.5206 or x55206 from on campus if you have any questions.

From your campus phone, dial 55020 or dial your extension or press the voice mail soft key

From any administrative campus Phone, dial 55020

From off campus, dial 865.5020

When the system answers, enter your passcode. If you are not calling from your own phone, press the * key. It will ask for your 5 digit extension.

Enter your passcode and then press #

To access your voice mail box, press 1
To change your CommPilot express profile, press 2
To record your name, press 3
To change your passcode, press 8
To exit the voice portal, press 9
To repeat this menu, press #

The system will let you know if you have any new or saved messages

To change your busy greeting, press 2
To change your no answer greeting, press 3
To compose and send a new message, press 5
To go to your CommPilot voice portal press *
To repeat this menu, press the # key

Please start recording your message after the tone, when finished press #

To send the message to one or more group members, press 3
To change the current message, press 1
To listen to the current message, press 2
To mark your message as urgent, press 6
To mark your message as confidential, press 7
To go back to the previous menu, press *
To repeat this menu, press #