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# Mailbox Setup

## Setting Up Your IP Office Mailbox for the First Time

On your Avaya Phone:

1. Press the Message button or Dial *17.
2. At the prompt, dial your extension number and #, or press # if you are at your own phone.
3. Press # (Default password is # initially).
4. Dial a new password and press #. Re-enter the new password and press #.
5. Press 1 to record your name – press # to accept the recording, or press 1 to re-record. (Please make sure to complete this step. This will allow others to be able to search for your name in the company directory.)
6. Press 3 to access personal greeting options. Press 1 to record.

*You will only need to record/activate one greeting to complete the setup of your mailbox.