



### **Deleting a Mailbox**

- Dial Voicemail (either 519, 529 or 549)
- When answered press\* #0000
- Enter password as 0000
  
- Press 2
- Enter Mailbox number followed by #
- Then to accept press 1
  
- Delete the mailbox by pressing 4
  
- Hang Up

### **Creating a Mailbox**

- Dial Voicemail (either 519, 529 or 549)
- When answered press \*#0000
- Enter password as 0000
  
- Press 2
- Enter Mailbox number followed by #
- Then to accept press 1
  
- To create a Mailbox and Extension press 3