To check your voicemail from outside the building:

- 1. Call your building's main phone number i.e. 413-569-6598 for Woodland
- 2. Enter your VM extension number (Staff same as phone ext. Faculty has separate VM ext.)
- 3. Rings four times, then VM picks up press Star key once then enter your VM passcode
- 4. Follow the prompts
- 5. Hang up