



How to Reset Your Voicemail Phone PIN

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You can reset your voicemail phone PIN by following these instructions:

- 1) Go to <http://vmail.sou.edu>
- 2) Put your 5 digit extension for the user id (e.x. 27049) and your MySOU password for the pin.
- 3) Click on "My Information" near the top.
- 4) Click on "Unified Messaging" on the left side.
- 5) Under "Voicemail PIN" and "Confirm Voicemail PIN" put the PIN that you want to use when dialing in using the phone.
- 6) Click "Apply" at the bottom.