

Accessing Your Voicemail

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Accessing Your NLU Unity Voicemail

There are several new ways you can access your Unity voicemail. These enhancements are targeted to give you more flexibility in retrieving your voicemail messages. The “old way” of dialing 5300 will still work if you prefer it to any of the new methods. All of these methods apply to all Chicago area and non-Illinois sites

From Your Phone

Press the “Messages” button () or dial 5300. You will then be prompted for your password.

From Another Phone on Campus

Press the “Messages” button () or dial 5300, then press * when the attendant starts to speak. You will then be asked for your “ID”, your “ID” is your extension. You will then be prompted for your password.

From Your Computer

Unity voicemail stores your messages in your email Inbox as an attachment to an email. You can play back these messages by opening the attachment. The email comes from “Unity Messaging System” and has a subject of “Message from...” The message will be listed from a person’s name or a phone number.

From Any Phone Off Campus

Dial the main number for NLU. When the “Welcome to NLU” greeting starts, press *. The attendant will prompt you for your “ID”; your ID is your extension. You will then be prompted for your password.