

Create and use a Cisco Unity Voicemail Distribution List

Create a distribution list:

- 1) Dial 8000 or press the messages button to enter the voicemail system.
- 2) Press * followed by your extension followed by #
- 3) Enter your password followed by #
- 4) Press 4
- 5) Press 2
- 6) Press 4
- 7) Press 2
- 8) Enter the number of the list you would like to add or modify (1-20). Initially everyone starts with no private lists.
- 9) Press ## so that you can enter an extension instead of spelling the name of the person you want to add to your distribution list.
- 10) Enter the extension followed by ##.
- 11) Repeat step 9 until you have entered all of the extensions for your distribution list.
- 12) Press *
- 13) Press 4 to record a name for your distribution list. After recording press # then press * to save the recorded name.
- 14) You have now created a personal distribution list that you can use to send messages to multiple recipients.