

## **How to send a message to a private voicemail distribution list**

1. Log into your voicemail account by pressing the message button on your phone and entering your password when prompted.
2. At the main menu, press 2 to send a message.
3. Follow the prompts to record, address, and send the voice message.
4. To address the message to a private voicemail list, enter the list number by using number entry, then press #. To send the message, press # again.