

Voicemail Portal

Visit <http://voicemail.bac.edu/> to log into your voicemail on the web. Please note that this website is only available on campus network.


Check Voicemail from Home

1. Dial 704-461-6700
2. When you hear the greetings, dial *98


Voicemail on your phone

When you have a message waiting, the message indicator flashes and the voicemail icon appears to indicate you have new messages in your mailbox.


Access your voice mailbox:

1. Press  on the phone set to access voicemail
2. Enter voicemail password when prompted
3. Follow prompts to check messages, record greetings, change voicemail password, etc.


Change voicemail password:

1. Press  on the phone set to access voicemail
2. Enter current voicemail password when prompted
3. Press 0 (zero) to enter voicemail options
4. Press 5 to change password

Change voicemail greetings:

1. Press  on the phone set to access voicemail
2. Enter your voicemail password when prompted
3. Press 0 (zero) to enter voicemail options
4. Press 2 to record custom greetings

Record your name in voicemail:

1. Press  on the phone set to access voicemail
2. Enter your voicemail password when prompted
3. Press 0 (zero) to enter voicemail options
4. Press 4 to record your name