GLOBAL VOICE MAIL PROCEDURE

**Policy Id:**
IT.002 – Global Voicemail Procedure

**Contact:**
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Policy or Procedure Description:

Policy IT.002 sets forth the procedure for faculty and staff to broadcast messages to the entire John Jay College community.

GLOBAL VOICE MAIL PROCEDURE:

To send a global voice mail to the campus community please follow the instructions below:

1. Send an email to the helpdesk at helpdesk@jjay.cuny.edu - it should contain the message you want to broadcast word for word with an explanation of its purpose. All messages must be no more than 75 words.

2. The helpdesk will get the proper authorization and notify you by phone or email, depending on the way you ask us to contact you.

3. Once you receive authorization you will be directed to record the message following in the following manner:
   o dial 6323 – from on campus or 1-212-393-6323 from off campus
   o leave message and hang up

4. After you post your message, call extension 8200 or email the helpdesk at helpdesk@jjay.cuny.edu and DoIT will broadcast the message

Please note:

1. Messages should be brief and to the point (no more than 75 words)
2. Messages will be broadcast only after proper authorization is attained