How to Reset Your Exchange Unified Messaging PIN

If you are unable to log onto Exchange Unified Messaging with your existing PIN, use these instructions to reset your PIN.

- 1. Log onto Outlook Web Access (OWA) http://mail.minotstateu.edu
- 2. After logging into OWA, click on the 🔯 icon in the upper right hand corner of the screen, then select **Options.**



3. Next click on **Phone** on the left hand side of the screen and then scroll down on the right to the Reset PIN section, click on **Reset my Voice Mail PIN**...

Outlook Web App		Shoretet Demo • ?
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options	voice mail mobile devices text messaging	
account		
organize email		
groups	reset PIN	greetings
site mailboxer	Reset the PIN you use to access your mailbox from a phone. You'll receive your temporary PIN in email. You can then change your	You can choose which greeting callers will hear when they reach your voice mail.
seangs	temporary PIN from the phone the next time you call Outlook Voice Access.	Default voice mail greeting
block of allow	Reset my voice mail PIN_	Greeting that lets callers know you'll be away for an extended period of time
apps	7	Call me to play or record the selected greeting
	Outlook Voice Access	
	To use your phone to access your voice mail, email, calendar and contacts, call 4100,858-4100 and then enter your PtN when you liver the prompt.	notifications
	You can access your new messages in the order you prefer.	You can receive notifications when people call you and don't leave a voice message.
	From newest to oldest	Send an email message to my linbox when I miss a phone call
	C) From aldest to newest	

4. You will be asked to confirm that you want to reset the PIN. Click on **OK**. Exchange will randomly generate a new PIN.



yes	no

5. You will receive a confirmation <u>email message</u> containing the new PIN from "*Microsoft Outlook*" in your E-Mail inbox.

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	https://mail. minotstateu.edu /owa/#viewmodel=ReadMessageItem&ItemID=AAMkAGY4N2MwNTg3LWZmMDQtNDJiNC05NDFjLTQ2NjIhMGJhP									
	Your PIN has been reset.	×	DELETE	EPLY	K REPLY ALL	→ FORWARD		*		
	Microsoft Outloo Fri 8/29/2014 9:54 AM	<u>c</u>				mark as u	nread			
	To: Shoretel Demo;									
	Your PIN has been reset. Call your voice mail number and enter your new PIN at the prompt. You may need to wait up to 15 minutes for the change to take effect. To use your phone to access your email, calendar, and contacts, call your Outlook Voice Access number and enter your PIN at the prompt.									
	Your access numbers: 4100 or 85	8-4100								
	Your number: \$ध्रह्ने									
	Your PIN: 7380									
	To change your voice mail settings:									
	 In Outlook Web App, go to Options. In the navigation bar, select Phone. Make your changes on the Voice Mail page. 									
	To check your messages from a pho	ne or change your personal q	reeting ca	all 858-4100 a	nd follow promp	ts. Your password	d is			
	the PIN noted above. A quickstart guide to your new voicemail can be found at http://www.minotstateu.edu/itcentral						~			