

RETRIEVING VOICEMAIL MESSAGES

RETRIEVING VOICEMAIL MESSAGES FROM A PHONE WITHIN THE SCHOOL DIVISION

1. Dial your River East Transcona School Division four-digit extension.
2. When the greeting begins to play press *.
3. You will then be asked for your ID which is your River East Transcona School Division four-digit extension followed by #.
4. You will then be asked to enter your six-digit PIN followed by #.
5. You are now able to perform all available functions.

RETRIEVING VOICEMAIL MESSAGES FROM OUTSIDE THE SCHOOL DIVISION

1. Dial 204-661-4463.
2. When the greeting begins to play press *.
3. The system will ask you for the ID which is your River East Transcona School Division four-digit extension followed by #.
4. You will then be asked for your six-digit PIN followed by #.
5. You are now able to perform all of the functions as if you were logged in your voicemail from in the school/department.

CHECKING VOICEMAIL USING WEBMAIL (FOR ADMINISTRATION, CLERKS AND TEACHERS)

1. Using the Internet, go to the school division's website, www.retsd.mb.ca
2. Choose Sign In on the menu bar at the top of the website.
3. Choose Office 365/Webmail on the menu.
4. Enter your Username, this is usually your 1* initial and last name, no spaces.
5. Enter your divisional login password.