

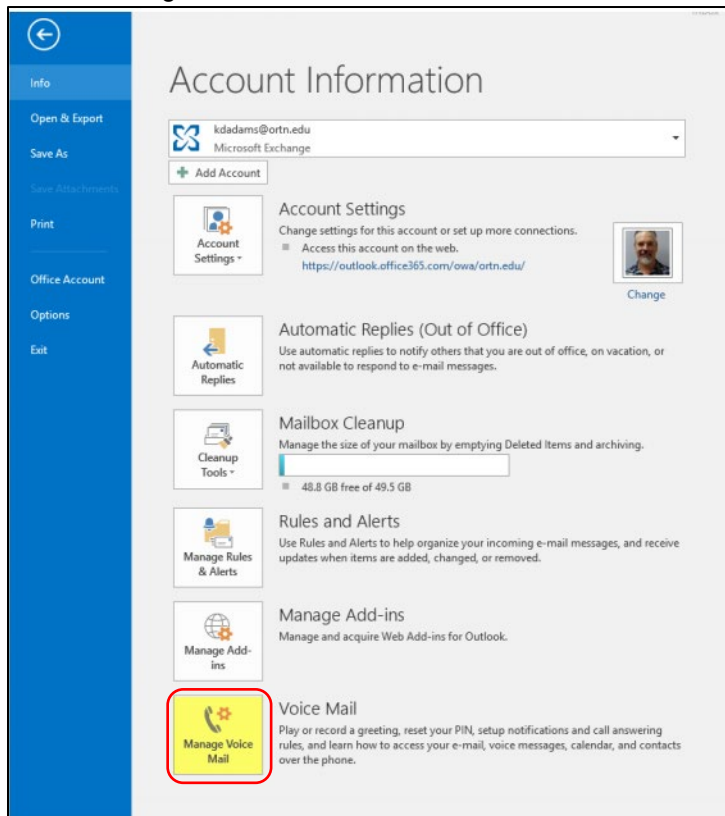
# Changing PIN

## Voicemail



**Oak Ridge Schools**  
TECHNOLOGY DEPARTMENT

1. Open Outlook and click on "File" in the top left corner.
2. Select "Manage Voice Mail at the bottom of that window.



3. You'll notice that you are now in Office365. In the left column of that new window, beneath Voice Mail, select "Reset PIN." Then select "Reset my voice mail PIN."

