

# **VOICE MAIL** PASSCODE RESET

## **DIAL-IN INSTRUCTIONS**

- Dial your voice portal access number, or use the 'messages' button on your device to access the voice portal
- Enter the mailbox ID, enter the 10-digit phone number, followed by #
- When prompted, enter new passcode, followed by #
- Press 8 for passcode options.
- Follow prompts to change and save the new passcode.

### **PASSCODE RULES**

For security purposes, your passcode must be between 6 and 8 digits, and must not contain:

- More than 2 repeated digits
- More than 2 consecutive digits
- Your own extension or phone number
- The reverse of your extension or phone number
- Your previous passcode
- The reverse of your previous passcode

#### **USER PORTAL INSTRUCTIONS**

**STEP 1:** To change the Business Voice with Webex voicemail passcode, simply access the portal at **http://bwws.comporium.com** and log in.

User ID Password Remember Password	Login	
Bookmark this page		

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#### **USER PORTAL INSTRUCTIONS**

STEP 2: After logging into the portal, naviate to the Profile page and select 'Passwords' from the list options

stions:	Profile		
Profile	Frome		
Incoming.Calls	Basic	Advanced	
Outgoing Calls	Profile	Call Policies	
Call Control	Display and configure profile information such as your name, department and address.	Configure user Call Policies	
Caling Plana			
Client Applications	Addresses	Device Policies	
Messaging	Addresses allows you to view and maintain your phone numbers and other identities that are used to make	Configure user Device Policies.	
L'allaes	and receive cars.	Privacy	
	Announcement Repository	Set your visibility within the Enterorise or Group	
	Manage the appouncements for a user	Office Terre	
	Paesworde	Office Zone	
	E durch accore di partal energiande	Configure an Office Zone and Primary zone.	
	aet web access and portal passwords.		
	Schedules		
	Add, modify, or remove schedules.		

**STEP 3:** In the **Passwords** section, click on '**Set portal password**.' Then, enter your current password followed by the desired new password and confirm by re-typing it in the appropriate box.

	Passwo	rds				
Profile	Descured allo				las monthal	
Incoming Calls	Passwords allo	ws you contigure	e your password	s for the web portal and	or portai.	
Dutgoing Calls	OK	Apply	Cancel			
Call Control	1			6		
Calling Plans						
Client Applications	Revoke F	reviously Issued	1 Long Lived Tol	iena		
Messaging						
Utilities	O Set w	eb access pass	word 🖲 Set por	tal password	_	
	Reset	Password				
	* Type current password:					
	• Ту	pe new passwo	rd:			
	" Re-ty	pe new passwor	rd:			
	OK	Annh	Canad			

Note: Click 'Apply' before leaving the page.