## How do I set up a distribution list in the Cisco Unity voice mail system?

## Q: How do I set up a distribution list in the Cisco Unity voice mail system?

A: In Unity, distribution lists are called Private Lists.

## To create a Private List:

- 1. Enter your voice mailbox
- 2. Select 2 for setup options
- 3. Select 2 for message settings
- 4. Select 4 for private lists
- 5. Select 2 to change names
- 6. Enter a number for your private list, in this case (1) since it is your first
- Enter 1 to add a name
  At this point, you will be directed to spell the names of the people you want to add with the keypad. It will probably be easier to switch to add by entering the extensions.
- 8. Switch to numeric entry by entering # #.
- 9. When adding extensions, complete the add process by selecting the # key after each extension
- 10. Press \* to stop adding names
- 11. Enter 3 to record the name of your private list
- 12. To send a message with a Private list
- 13. Enter your voice mailbox
- 14. Select 2 to send a message
- 15. Record your message and when finished press #
- 16. Press # # to switch to numeric entry
- 17. Enter 1 or other number of a private list
- 18. Wait for the next prompt
- 19. Press # to select your private list
- 20. To send the message press #

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