

JAWS Instructions: To Change Your Voicemail PIN

Here are the steps you need to follow to change your voice mail PIN using JAWS.

1. Open the link on your desktop that says "Change VM PIN."
2. Move by buttons with the letter B. When you hear "ADVANCED," press ENTER. This will open up a menu.
3. Arrow down until you hear the word "PROCEED" followed by more text, and press ENTER. PROCEED is the word you want to listen for.
4. Type in your domain user name and password, TAB to the SIGN-IN button and press ENTER.
5. Find the SETTINGS link, and press ENTER.
6. Find the link for PASSWORD and press ENTER.
7. Find the link for CHANGE PIN, and press ENTER.
8. Move by edit field with the letter E. When you hear the words "NEW PIN," you are on the correct field.
9. Press ENTER to turn forms mode on, and type in your new PIN. Remember, it must be six digits in length. TAB to the "CONFIRM NEW PIN" field, and type your PIN again.
10. TAB to the "SAVE" button, and press PIN.
11. To verify that the new pin has been saved, move by graphics by pressing G until you hear "INFORMATION GRAPHIC." Press the DOWN ARROW. If you were successful, you should hear "Your password has been successfully changed."
12. Close out this page with ALT F4.