

## Steve's Tech Tips

### Forwarding a Message

Did you ever get a message on your voice mail that you wanted to forward to someone else in our District? Here's how:

- **PRESS 73** after you've listened to the message. You will be prompted, "Forwarding message # --, enter a list of mailboxes."
- **Enter that person's 4 digit extension and then press the # key twice.**
- **Press 79** to send the message.
- **Press 83** to log off.