Create and use a Cisco Unity Voicemail Distribution List

Create a distribution list:
1) Dial 8000 or press the messages button to enter the voicemail system.
2) Press * followed by your extension followed by #.
3) Enter your password followed by #.
5) Press 2.
7) Press 2.
8) Enter the number of the list you would like to add or modify (1-20). Initially everyone starts with no private lists.
9) Press ## so that you can enter an extension instead of spelling the name of the person you want to add to your distribution list.
10) Enter the extension followed by ##.
11) Repeat step 9 until you have entered all of the extensions for your distribution list.
12) Press *.
13) Press 4 to record a name for your distribution list. After recording press # then press * to save the recorded name.
14) You have now created a personal distribution list that you can send messages to.
15) Exit voicemail. (Press EndCall or hang up).

Send a message to a distribution list:
1) Dial 8000 or press the messages button to enter the voicemail system.
2) Press * followed by your extension, followed by #.
3) Enter your password followed by #.
4) Press 2.
5) Press ## so that you can enter the number of your distribution list.
6) Enter the number of a distribution list you have created followed by # then press # again.
7) Press # then record your message then press # and then press # again.
8) Exit voicemail. (Press EndCall or hang up).