

To download your saved voicemail messages to your computer or other external device:

1. Log in to your mailbox by clicking on the following link:
<https://webcp.telecommunications.yorku.ca/mycallpilot/mycp.asp>
 - a. If required by your browser, enable pop-ups
2. You may be asked to install an audio player, but this is not required. Click **Continue**
3. On the login screen, enter your credentials:
 - a. Your **Mailbox** is your 5-digit telephone extension
 - b. Your **password** is the same numeric password you use on your telephone to access your voicemail
4. Once your credentials have been entered, click **Login securely**
5. To see your list of messages, click on the **CallPilot Messages** tab
6. Select the message you wish to download by clicking on the telephone icon
 - a. A window will prompt you to either listen to the message or save the file
7. Select **Save file** and click **OK**
8. The file will be saved to your downloads file (or wherever your browser's downloads are saved normally)
9. Once you've located the saved file, you can then transfer it to any folder on your PC or an external drive