

# Library Communications Policy

November, 2004

All Library information, including overdue, recall and fine notices are sent to **Drew email addresses** only. In addition, all phone calls are made to your **Drew voicemail only**. It is your responsibility to check your Drew email and Drew voicemail for Library notices and respond to them promptly. Please check them regularly to **avoid fines**.

## How to access your Drew voicemail and email:

### Checking Voicemail from Off-Campus:

1. Call 973-408-4000 (students) or 408-3131 (faculty/staff).
2. Press #
3. Enter your 4 digit Drew phone number.
4. Enter your password.
5. Follow directions to retrieve your messages.

If you do not know your Drew phone number or password, call Telecom at 973-408-3333.

### Checking Drew Email from Off-Campus

1. Webaccess allows you to access your mail from any web browser. Go to the website <https://webaccess.drew.edu>.
2. When prompted, enter your Username and Password.\*

### How to Obtain a Drew Username and Password

\*You were assigned a Drew Username (Network ID) and Password upon registration. If you do not know your Username and/or Password, call or visit Telecom (973-408-3333) or the Computer Aide station (973-408-3205) to reset your password. **Passwords are not given by phone.** Telecom will mail your password to the home address listed in the Drew directory. If you do not receive your password in the mail, please call the Registrar's office (973-408-3025) to confirm that the University has your correct address before calling Telecom again.

If you have a question or concern about this policy, please call the Circulation Desk at 973-408-3486 and ask for a supervisor.

*Last updated 02/15/2007 by Jennifer Heise*