

Harrisburg School District Voicemail Quick Reference Guide

Accessing your mailbox

From your office extension:

1. Call the system access number (34199).
2. Enter your password

From someone else's office extension or from outside of your office:

1. Call the system access number (34199 inside the district, 703-4199 if outside).
2. When you are prompted to enter the password for the extension from which you are calling, press [*] [#].
3. Enter your mailbox number.
4. Enter your password

Please email phoneadmin@hbgsd.k12.pa.us or dial 31574 for assistance.

