Step 1: Set up your voicemail PIN

You must create your RingCentral voicemail PIN as the first step to setting up your account.

**Step 1:**
Open the RingCentral portal.

**Step 2:**
Click on Single Sign-On option to sign in.

**Step 3:**
Enter your Columbia UNI email address: UNI@columbia.edu. Then click Submit.

**Step 4:**
Enter the below credentials then click Login:
- UNI = Your UNI
- Password = Your UNI password
- Click Login.

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**Helpful Tips**
- Select Single Sign-On option to Sign In.
- Set a unique PIN to be used for your Voicemail Messages.
- Set a Security Question and Answer for identification purposes.

**Support Contact**
Submit a ticket to the CUIT Service Desk to ask questions or report an issue. You can also call the Service Desk at 212-854-1919. You can expect a response within one business day.

Submit a ticket
Step 5:
Set a new PIN for accessing your voicemail messages from a phone.

- Please choose a PIN with 6-10 non-repeating numerical digits.

Note: If you forget your voicemail PIN, please visit the following page to reset your PIN.

Reset Voicemail Pin

Step 6:
Set a Security Question and Answer for identifying yourself to the customer service team.

Click Save.
The account setup process is now complete!

Your account home page will open as shown here.

Please proceed to Step 2: Install RingCentral Glip to continue setting up your new RingCentral Glip application.