1. **New mailbox**

* New employee is hired.
* Administrator creates new mailbox for new employee.
* Administrator sets password to default.
* Administrator gives new mailbox info to new employee.
* Administrator explains how to change password from default and set up greeting.

1. **Delete mailbox**

* An employee leaves the company.
* Administrator deactivates mailbox of former employee.

1. **Change password**

* An employee wants to change mailbox password.
* Employee follows prompt to change mailbox password.
* Employee must input current password before changing mailbox password.
* System is now ready for employee to input new mailbox password.
* System accepts new mailbox password.

1. **Change greeting**

* An employee wants to change mailbox greeting.
* Employee follows prompt to change mailbox password.
* Employee must input current password before changing mailbox greeting.
* System is now ready for employee to record new mailbox greeting.
* Employee can listen to their new greeting before they accept it.
* Employee accepts their new greeting.
* System has changed mailbox greeting.

1. **Play back message**

* An employee wants to play back a message.
* Employee inputs their password to first listen to their message.
* Employee listens to prompt at the end of a message.
* Employee presses input from prompt to play back a message.
* System plays back the message.

1. **Delete message**

* An employee wants to delete a message.
* Employee inputs their password to first listen to their message.
* Employee listens to prompt at the end of the message.
* Employee presses input from prompt to delete a message.
* System deletes the message.