

Accessing Datto Workplace from web browser

1. Use URL <https://us.workplace.datto.com/login>
2. When prompted to login you will use your LINC email address and press the Next button
3. You will then use the password that you have created for your Datto password and click the Login button.
4. From the Datto Dashboard you are able to access all folders

Accessing Voicemail from Offsite – Boise and Caldwell

1. Call into your office phone number
2. Once you hear greeting start you will need to dial *7.
3. You will then be prompted for your voicemail box number: dial your extension and press #
4. You will then be prompted for your voicemail password: enter password and press #
5. You will now be in your voicemail and it will proceed as usual – number of new messages, number of any old messages and so forth.
 - a. Follow the steps as you would from this point on to check your messages as usual.

Accessing Voicemail from Offsite – Twin Falls

1. Call into your office phone number
2. Once you hear greeting start you will need to dial #6* and your extension number
3. You will then be prompted for your voicemail password: enter password
 - a. You do have to enter this information quickly or you will just end up leaving yourself a voicemail.
4. You will now be in your voicemail and it will proceed as usual – number of new messages, number of any old messages and so forth.
 - a. Follow the steps as you would from this point on to check your messages as usual.