Logging in to MyPhone

MyPhone is a tool that allows you to manage your existing telephone service features from a computer or mobile device.

To log into your MyPhone, navigate to the following link:

https://messaging.nexicom.net/

You can also access MyPhone via the My Account section on our website: www.nexicom.net

To log in, enter your telephone number in the Number field and your voicemail PIN in the Password field. Then click Login. If you don’t have voicemail, or forget your PIN, please contact Customer Service

*Note: The Number field cannot contain spaces or dashes.
After logging in you will be taken to your Dashboard. This section provides an overview of any messages that you have, your recently missed calls, your contact list, and the current settings on your line.

Beyond the Dashboard there are several tabs that can be used to manage your telephone service. Depending on the services that you subscribe to, you may see some or all of these options:

- **Messages & Calls**: The Messages & Calls page allows you to manage and listen to your voicemails, as well as view details of your recent missed, dialed and received calls.

- **Contacts**: This page allows you to manage your Contact List and Speed Dials. It also shows you your Extensions and Short Codes.

- **Call Manager**: The Call Manager allows you to view and configure settings for all of your incoming calls.

- **Apps**: The Apps tab shows all of the applications that you can choose to install to allow your devices to work together in a single system.

- **Settings**: The Settings tab allows you to manage your MyPhone account details, call settings, message settings, notifications and reminders.
Additional information for each tab can be found within the Help section. This section is accessed via the gear icon located on the upper right side of the MyPhone program.