Library Communications Policy

November, 2004

All Library information, including overdue, recall and fine notices are sent to Drew email addresses only. In addition, all phone calls are made to your Drew voicemail only. It is your responsibility to check your Drew email and Drew voicemail for Library notices and respond to them promptly. Please check them regularly to avoid fines.

How to access your Drew voicemail and email:

Checking Voicemail from Off-Campus:
1. Call 973-408-4000 (students) or 408-3131 (faculty/staff).
2. Press #
3. Enter your 4 digit Drew phone number.
4. Enter your password.
5. Follow directions to retrieve your messages.

If you do not know your Drew phone number or password, call Telecom at 973-408-3333.

Checking Drew Email from Off-Campus
1. Webaccess allows you to access your mail from any web browser. Go to the website https://webaccess.drew.edu.
2. When prompted, enter your Username and Password.*

How to Obtain a Drew Username and Password

*You were assigned a Drew Username (Network ID) and Password upon registration. If you do not know your Username and/or Password, call or visit Telecom (973-408-3333) or the Computer Aide station (973-408-3205) to reset your password. Passwords are not given by phone. Telecom will mail your password to the home address listed in the Drew directory. If you do not receive your password in the mail, please call the Registrar's office (973-408-3025) to confirm that the University has your correct address before calling Telecom again.

If you have a question or concern about this policy, please call the Circulation Desk at 973-408-3486 and ask for a supervisor.

Last updated 02/15/2007 by Jennifer Heise