CONFIGURING OUTLOOK to RECEIVE VOICEMAIL MESSAGES.

1. Select “Add Account”

The “New Account” form opens
2. Select “Manually configure server…” then click Next.
3. On the next form select “Connect to a POP or IMAP email account”, then click Next.
On the next form enter the following information:

4. “Your Name” field enter the telephone number you are setting up.
   a. For this example telephone number 73708 was used, you will use your number

5. In the email address field enter your name followed by @ndus.edu
   a. For this example larry.fisk was used, you will use your.name@ndus.edu

6. Account Type: IMAP

7. Incoming mail server: avayams.und.edu

8. Outgoing server: po4.ndus.edu

9. User Name: 5 digit phone number you are setting up
   a. For this example 73708 was used, you will use your number.

10. Password: voice mail password of number you are setting up

11. Make sure the “Remember password” is selected
Click “Next”

After the test runs and you get completed, click “Close”

On the next window click “Finish”
USING OUTLOOK FOR VOICEMAIL

When you see a message in the new folder double click to open. Single click on the Inbox to open and view your voice mail messages. Single click on a message to select, then double click on the .wav file in the attachment window. Your default media player will open and play the voice mail message.

When you have listened to the message delete by pressing the delete key, this sends the message to the trash.

You may also leave the message in the folder, (not delete it). However if you want to keep the message for a long time, you will need to move it to a folder on your computer. To do this save the AUDIO.wav file to the desired location on your computer. (Right click on the file, select Save As.)