

Installing the voicemail toolbar for Outlook 2013

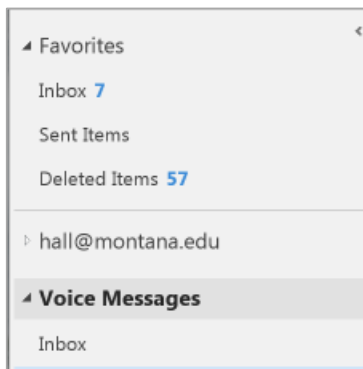
Follow the instructions below to install the Outlook 2013 Voicemail Toolbar.

IMPORTANT:

1. The voice messages IMAP account must be set up BEFORE you install the toolbar.
2. Java must be installed on your computer.
Download java at <https://java.com/en/download/>. Please do not install the optional software when prompted.

Toolbar Download and Installation instructions:

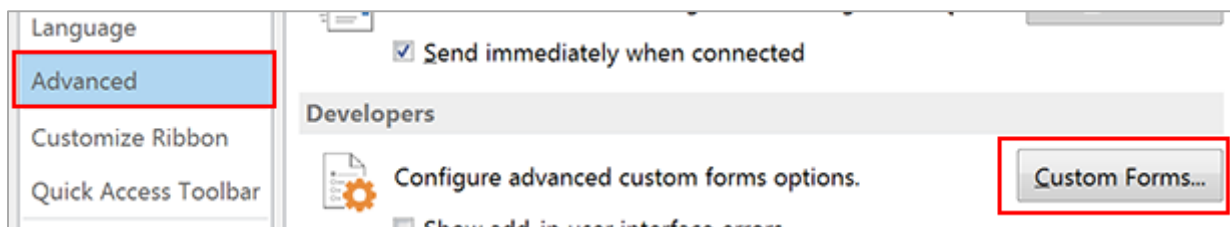
1. Download the toolbar at https://www.montana.edu/itcenter/telephone/AvayaVoiceMessage_en-US.fdm. Save it somewhere you'll be able to find it later.
2. Open Microsoft Outlook 2013 and click the Mail tab in navigation bar at bottom-left of page.
3. Highlight the Voice Messages folder located in the left sidebar (or whatever you've named the folder/inbox for your voice messages).



4. Click the FILE tab.
5. Select Options, then select Advanced (see image below)

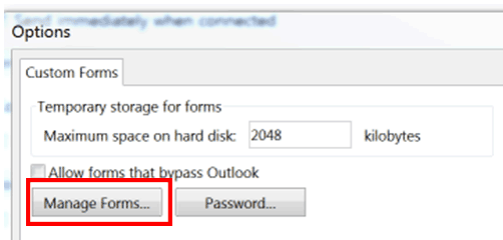
Scroll down to the Developers section:

6. Click the Custom Forms button.



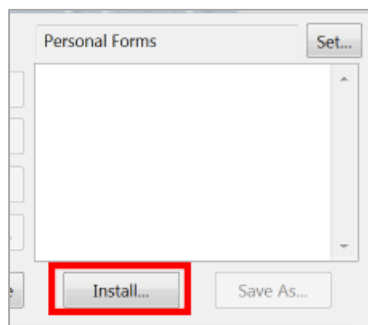
The Options box opens:

7. Click the Manage Forms button.



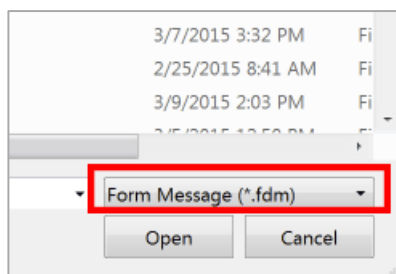
The Forms Manager box opens:

8. Click the Install button.



The Windows File explorer window opens:

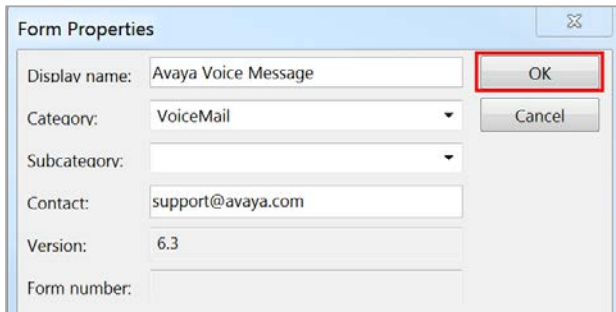
9. Be sure to select Form Message (*.fdm) for the file type using the drop-down menu located in the bottom right of window.



10. Navigate to the toolbar file downloaded in Step 1 (AvayaVoiceMessage_en-US.fdm).
11. Click the Open button to install.

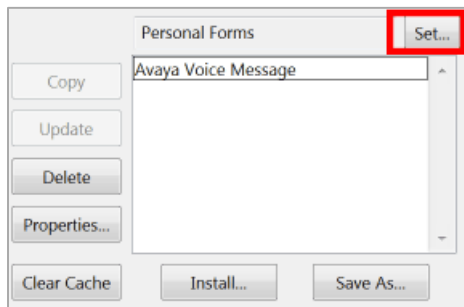
The Form Properties box opens:

12. Click the OK button.

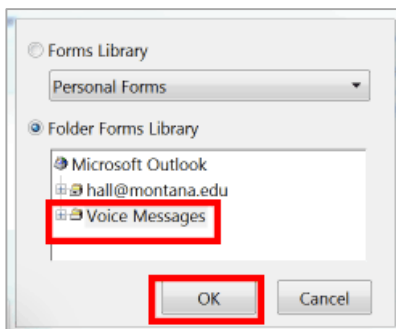


The Forms Manager box opens:

13. Click the Set button located above the right pane.



14. Select the Voice Messages folder and click the OK button.



15. Click the Close button in the Forms Manager box.

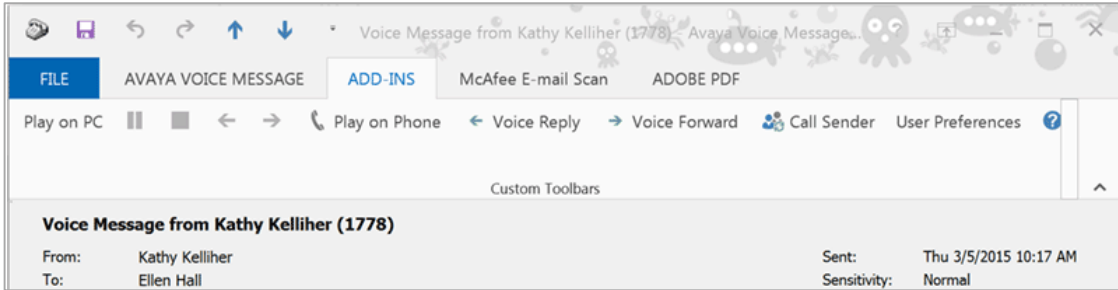
16. Click OK in the Options box.

17. Click the OK button to exit out of Outlook Options.

To use the voicemail toolbar

1. Double-click a message in your Voice Messages Inbox.
2. Click the ADD-INS tab in the ribbon.

3. Select an option from the toolbar.

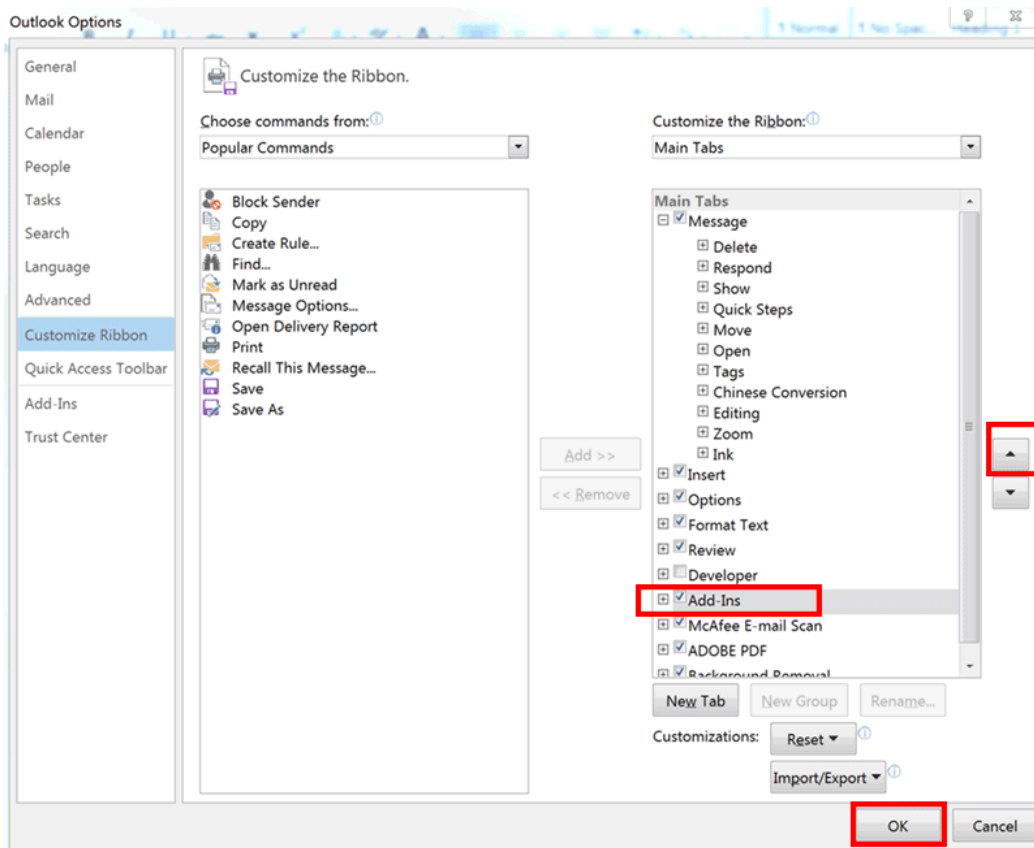


To have the ADD-INS toolbar be displayed when you open a message:

1. Right-click the ADD-INS tab and select Customize the Ribbon.

On the right side under Customize the Ribbon in the Main Tabs list:

2. Highlight Add-Ins and use the arrows at the far right to move the tab to the top of the list.
3. Click the OK button.



Now when you open a message email, the toolbar will be displayed in the ribbon above the message.

