Configuring email-enabled voicemail on Mac Mail.

1. Open **Mac Mail**.
2. Select **Mail** from the menu bar and then click **Add Account**
3. Select **Add Other Mail Account** and click the **Continue** button.

4. Complete the fields in the **Add a Mail Account** box as shown below:
   a. Full name: Voicemail (or whatever makes sense… this will be the label on the inbox for voice messages).
   b. Email address: Your **MSU domain email** (yourmail@montana.edu)
   c. Password: Your **VOICEMAIL** password (PIN)

5. *Click the **Create** button.*
   The same box will appear with a message: Account must be manually configured

6. Click the **Next** button.
7. Complete the fields in the **Incoming Mail Server Info** box as shown below:
   a. Select **IMAP**.
   b. Mail Server: **aam01.msu.montana.edu**
   c. User Name: **your four-digit voice mailbox number**
   d. Password: **your voice mailbox password**

8. Click the **Next** button.
9. In the **Outgoing Mail Server Info box** complete as shown below:
   a. Mail Server: **aam01.msu.montana.edu**
   b. User Name: **your four-digit voice mailbox number**
   c. Password: **your voicemail password**
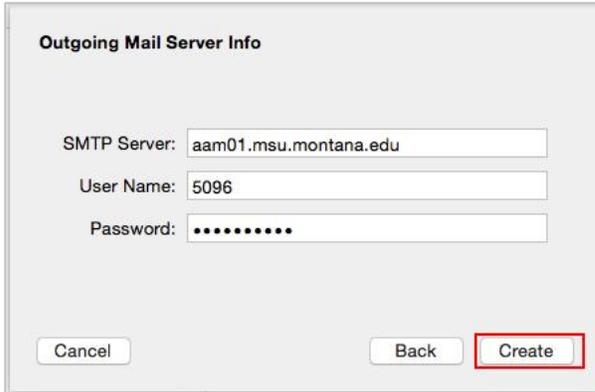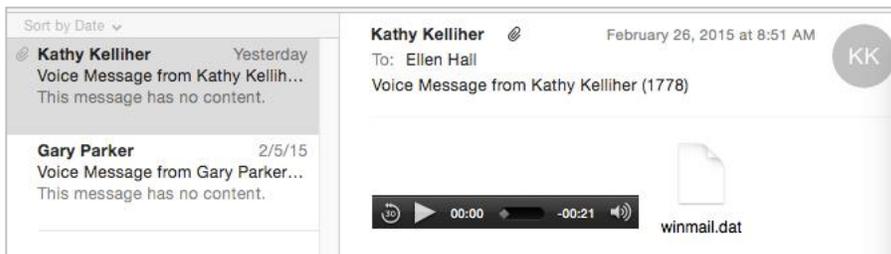

10. Click the **Create** button.

Once the account is created you will be able to highlight the name or phone number on the message, and a media control will be available for basic audio controls.

IMPORTANT

1. Deleting Messages: In order to remove messages from the voicemail system entirely **you MUST empty your deleted items folder**. (Right-click on the Deleted Items folder and select Empty Folder.)
2. Moving Messages Out of Inbox: Only voice messages in your Inbox are available over the phone. Once a message is moved to another folder it is no longer available (retrievable) over the phone.