

Configuring email-enabled voicemail on Outlook 2010.

1. Open Outlook 2010, on the **File** menu select **Info** and then click **Add Account**.

The system displays the Auto Account Setup dialog box.

2. Check the box next to **Manually configure server settings or additional server types** and click **Next**.

The system displays the Choose Service dialog box.

3. Check the box next to **Internet Email** then click **Next**.

4. Complete the following Internet Settings fields as shown below:

Your Name:	Name
Email Address:	Exchange (@montana.edu) address - <i>e.g. john.doe@montana.edu</i>
Server Information	
Account Type	IMAP
Incoming mail server:	aam01.msu.montana.edu
Outgoing mail server: (SMTP)	aam01.msu.montana.edu
User Name:	Your 4-digit voice mailbox (phone) number - <i>e.g. 5421</i>
Password:	Your voice mailbox password

5. Click **More Settings....**
6. On the **General** tab -
Replace the default mail account name with Voicemail Messages or a similar designation. This will be how it is labeled in Outlook.
7. Click the **Advanced** tab -
Select **Auto** for **Use the following type of encrypted connection** for both Incoming and Outgoing servers in the Server Port Numbers section.
8. Click the **Outgoing Server** tab –
 - a. Select the **My outgoing server (SMTP) requires authentication** check box.
 - b. Select the **Use same settings as my incoming mail server** option.
9. Click **OK**.
10. Click **Next**, then click **Finish**.

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.

Optional: You can also add your voice messages mailbox as a favorite folder by performing the following steps:

1. In Outlook, click the mail folder.
2. To expand the folder, click the plus sign (+).
3. Right-click **Inbox**, and then select **Add to Favorite Folders**.