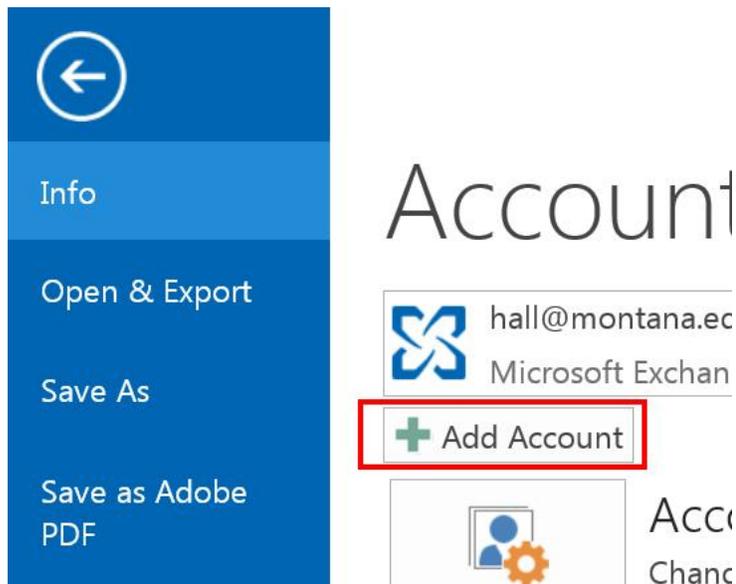


## Configuring email enabled voicemail on Outlook 2013

1. Open Outlook 2013.
2. Click the **File** tab, click **Info** and then click **Add Account**.



*The Auto Account Setup dialog box is displayed.*

A screenshot of the 'Add Account' dialog box in Outlook 2013. The title bar reads 'Add Account'. Below the title bar, the section 'Auto Account Setup' is displayed with the text 'Outlook can automatically configure many email accounts.' There are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types' (which is highlighted with a red rectangular box). Under the 'E-mail Account' option, there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:'. Below the password fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom right of the dialog box, there is a '< Back' button.

3. Select **Manual setup or additional server types** and click **Next**.

*The Choose Service dialog box is displayed.*

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. There are four radio button options:

- Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP** (highlighted with a red box)  
Connect to a POP or IMAP email account
- Other**  
Connect to a server type that is listed below  
Fax Mail Transport

4. Select **POP or IMAP** and click **Next**.

*The POP and IMAP Account Settings dialog box is displayed.*

The screenshot shows the 'POP and IMAP Account Settings' dialog box. The title bar says 'Add Account' and the subtitle is 'POP and IMAP Account Settings'. The main text says 'Enter the mail server settings for your account.' There are two columns of settings:

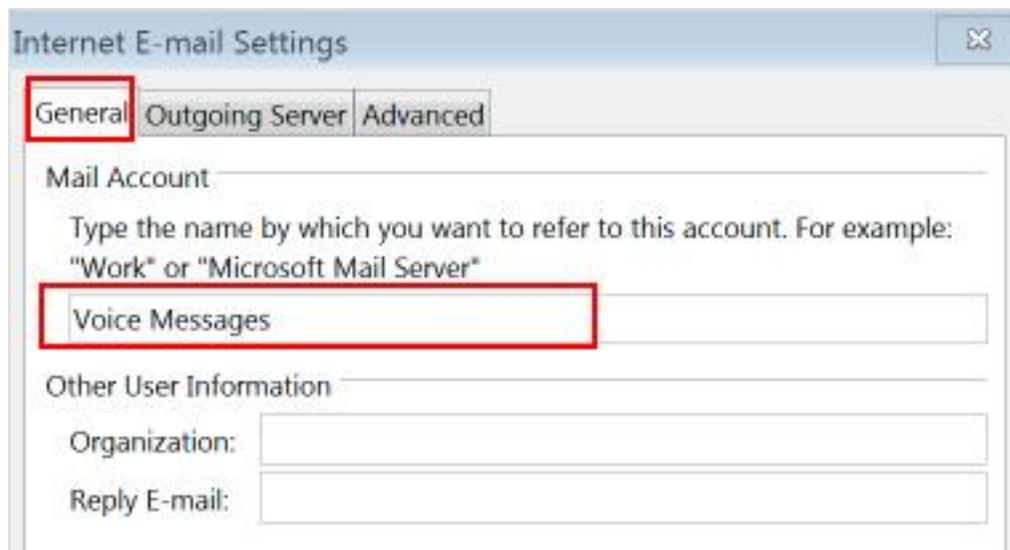
- User Information:** Your Name: John Doe; Email Address: john.doe@montana.edu
- Server Information:** Account Type: IMAP; Incoming mail server: aam01.msu.montana.edu; Outgoing mail server (SMTP): aam01.msu.montana.edu. Red arrows point to these fields with the text 'aam01.msu.montana.edu'.
- Logon Information:** User Name: 5096; Password: \*\*\*\*\*. Red arrows point to these fields with the text 'your 4-digit voice mailbox number and voicemail password'.
- Test Account Settings:** We recommend that you test your account to ensure that the entries are correct.
- Mail to keep offline:** 3 months
- Remember password
- Require logon using Secure Password Authentication (SPA)
- More Settings ...** (highlighted with a red box)

At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

- Complete the fields in the POP and IMAP Account Settings as shown below (or in image above).

FIELD	VALUE
Your Name:	John Doe
Email Address:	john.doe@montana.edu
Account Type:	<b>IMAP</b>
Incoming mail server:	<b>aam01.msu.montana.edu</b>
Outgoing mail server:	<b>aam01.msu.montana.edu</b>
User Name:	Your <b>4-digit mailbox number</b> : e.g. 1234
Password:	Your <b>voicemail password (PIN)</b> (the one used to access voicemail on your phone)

- Click the **More Settings** button.
- On the **General** Tab, replace the default name for the mail account with Voicemail Messages or a similar designation to indicate this is your voicemail messages mailbox.



- Click the **Advanced** tab.

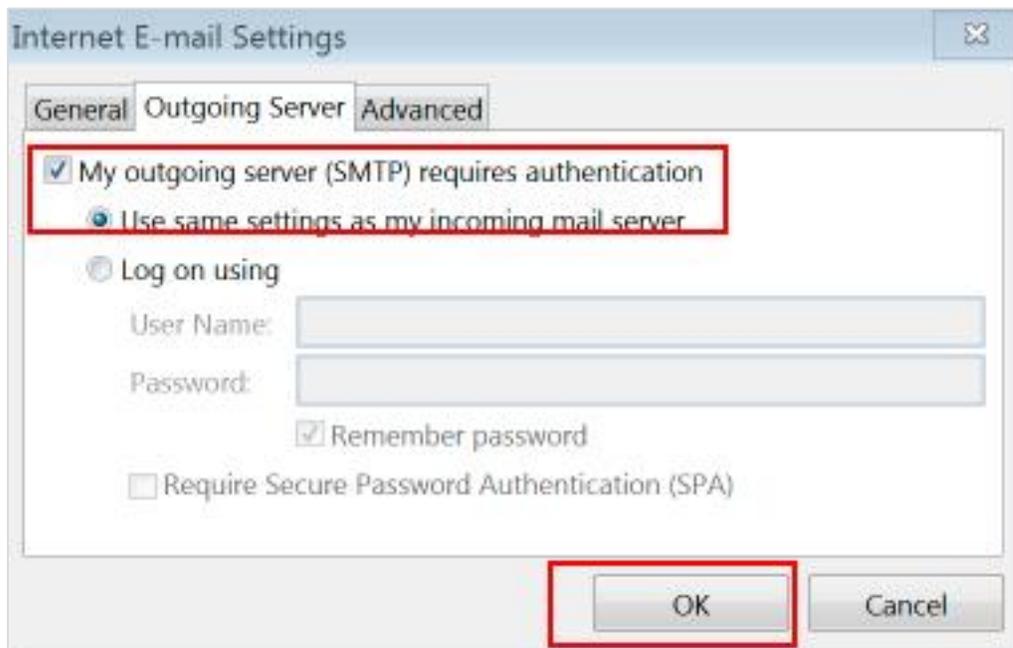
In the *Server Port Numbers* section:

9. Select **Auto** for **Use the following type of encrypted connection** for both Incoming and Outgoing servers.



10. Click the **Outgoing Server** Tab.

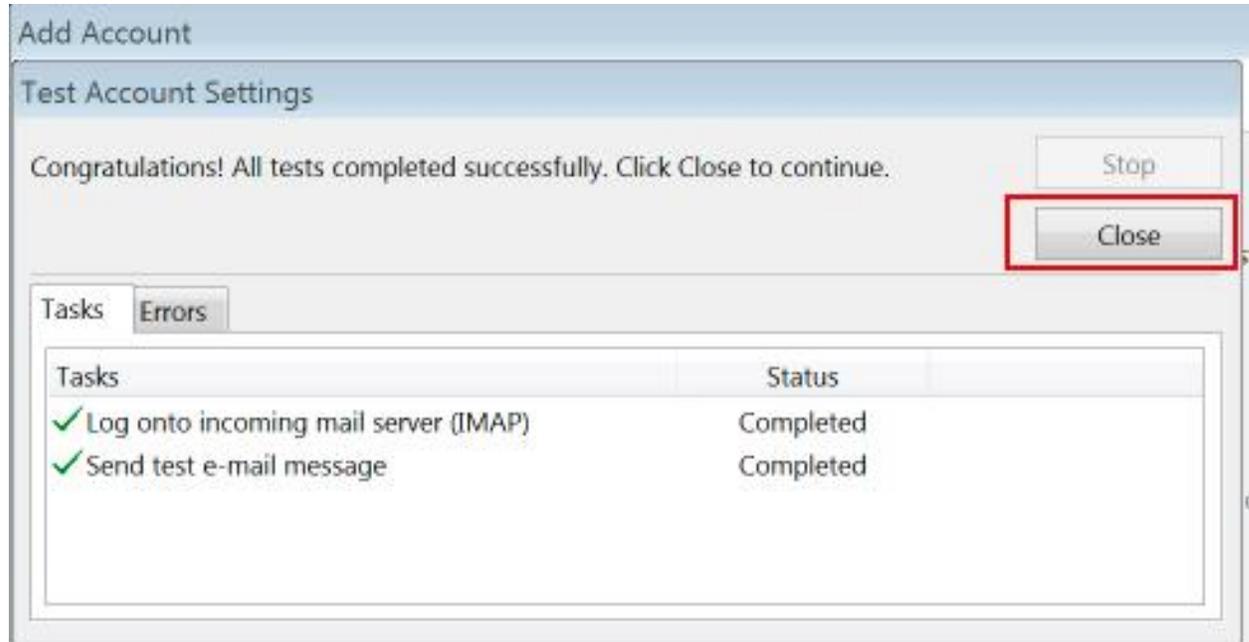
- a) Check the box next to **My outgoing server (SMTP) requires authentication**.
- b) Select **Use the same settings as my incoming mail server**.
- c) Click the **OK** button



11. Click **Next**.

*In the Test Account Settings Window:*

12. Click **Close** when tests are completed.



13. 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.

**NOTE:** The Outgoing mail server (SMTP) is to be used by Messaging only. Do not send emails using this account. To send emails, use your designated email account. To reply to voice messages, or to forward, use the Messaging Toolbar.

**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**.