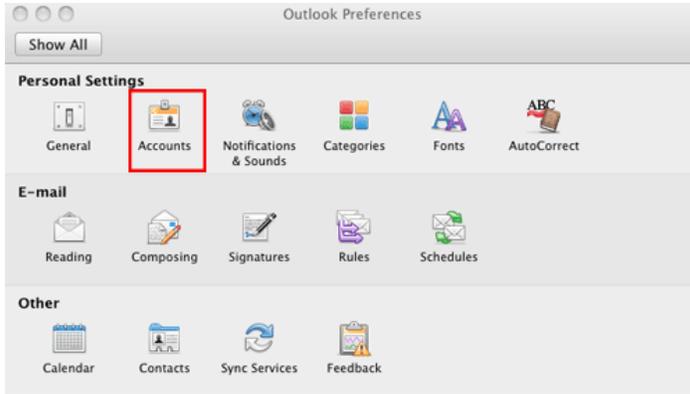
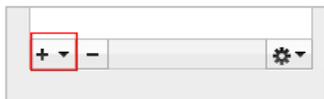


## Configuring email-enabled voicemail on Outlook for Mac 2011.

1. Open **Outlook**.
2. Click **Outlook** on menu bar and select Preferences.
3. Click on **Accounts**.



4. Click the **down arrow** next to the + [plus sign] at the bottom of left sidebar.



5. Select **Other Email**.
6. Enter the fields as shown in the image below.

**IMPORTANT!**

Password: **ENTER your voicemail PIN!**

User name: **Enter the 4-digit number of your voice mailbox**

The screenshot shows the 'Enter your account information' dialog box. The fields are filled as follows:
 

- E-mail address: hall@montana.edu
- Password: ..... **Enter your voicemail PIN!!!!**
- Configure automatically
- User name: 5096
- Type: IMAP
- Incoming server: aam01.msu.montana.edu : 143
- Override default port
- Use SSL to connect (recommended)
- Outgoing server: aam01.msu.montana.edu : 25
- Override default port
- Use SSL to connect (recommended)

 At the bottom, there are 'Cancel' and 'Add Account' buttons.

7. Click the **Add Account** button.

8. Click the **Always Allow** button when prompted (as shown in image below).

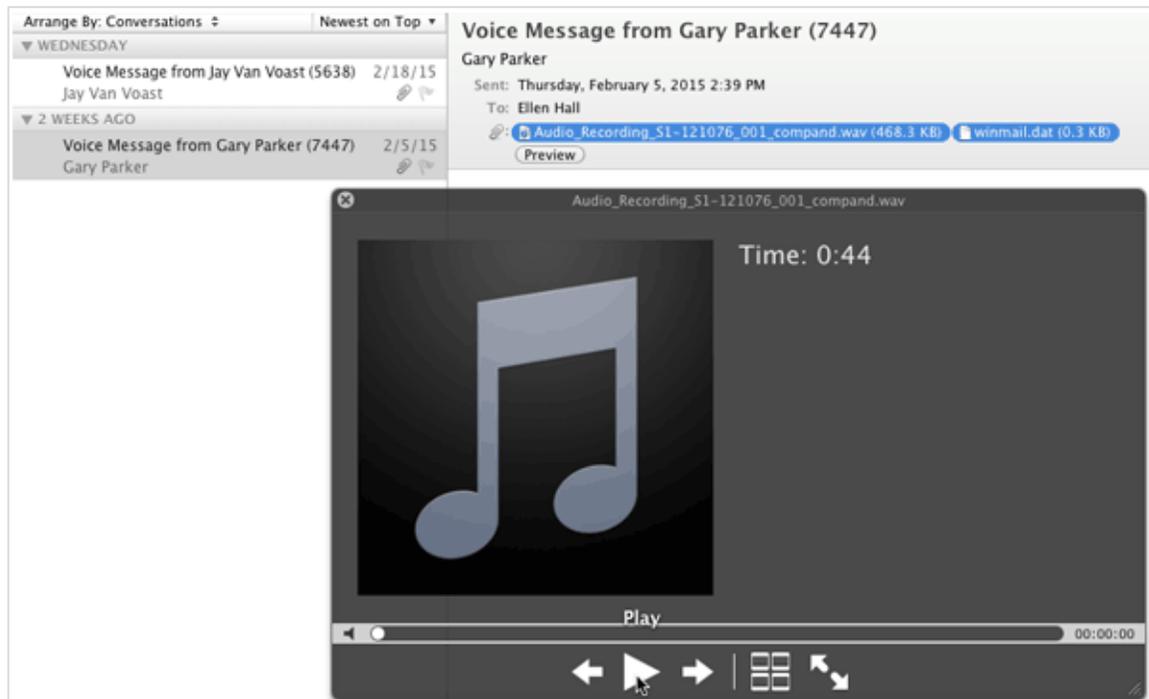


7. Go back to the **Account description** field and type a descriptive name for the account and hit Enter. This will be how the inbox will be labeled in your Outlook mail panel.

8. Close out of Preferences windows and return to Mail.

## Listen to messages

1. Open your voice messages inbox and click on a message.
2. Click the **Preview All** button next to attachments.



3. Click the **Play** button in the player window that opens.

### 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.