## 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)

	Full Name:	Voicemail
Email Address:		jane.doe@montana.edu
	Password:	

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

Account Type:	IMAP POP
Mail Server:	aam01.msu.montana.edu
User Name:	5096
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

SMTP Server:	aam01.msu.montana.edu
User Name	5096
-	
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.

Sort by Date 😼	Kathy Kelliher @ February 26, 2015 at 8:51 AM
Kathy Kelliher Yesterday Voice Message from Kathy Kellih This message has no content.	To: Ellen Hall Voice Message from Kathy Kelliher (1778)
Gary Parker 2/5/15 Voice Message from Gary Parker This message has no content.	ی که مونده مورد مورد مورد مورد مورد مورد مورد مورد

## **IMPORTANT**

- 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.