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](mailto: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

   ![Outgoing Mail Server Info](image)

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.

![Voicemail Media Control](image)

**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.