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

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.