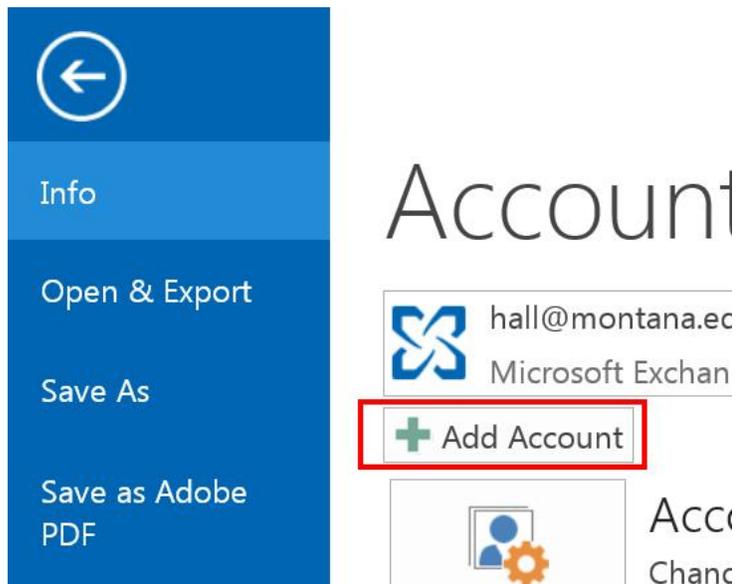


## Configuring email enabled voicemail on Outlook 2013

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

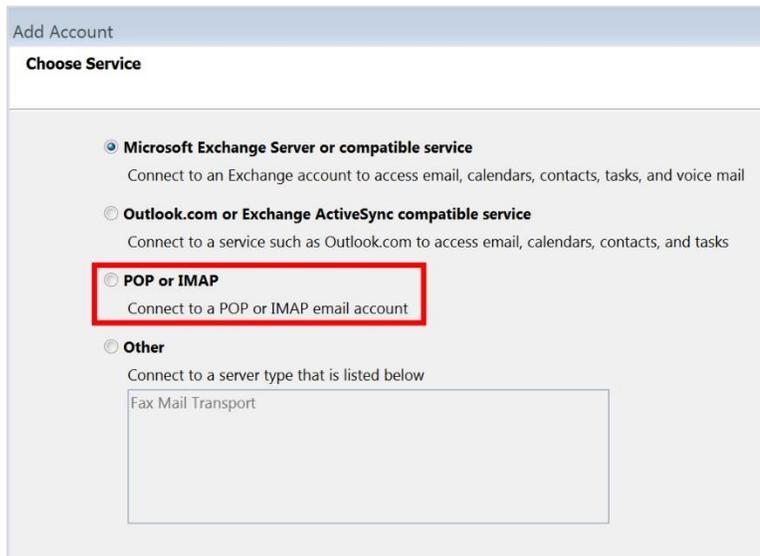


*The Auto Account Setup dialog box is displayed.*

A screenshot of the 'Add Account' dialog box in Outlook 2013. The title bar reads 'Add Account'. Below the title bar, it says 'Auto Account Setup' and '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 'E-mail Account', 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:'. A note below the password fields says '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. The 'POP or IMAP' option is selected and highlighted with a red box. Below it, there is a list of server types, including 'Fax Mail Transport'.

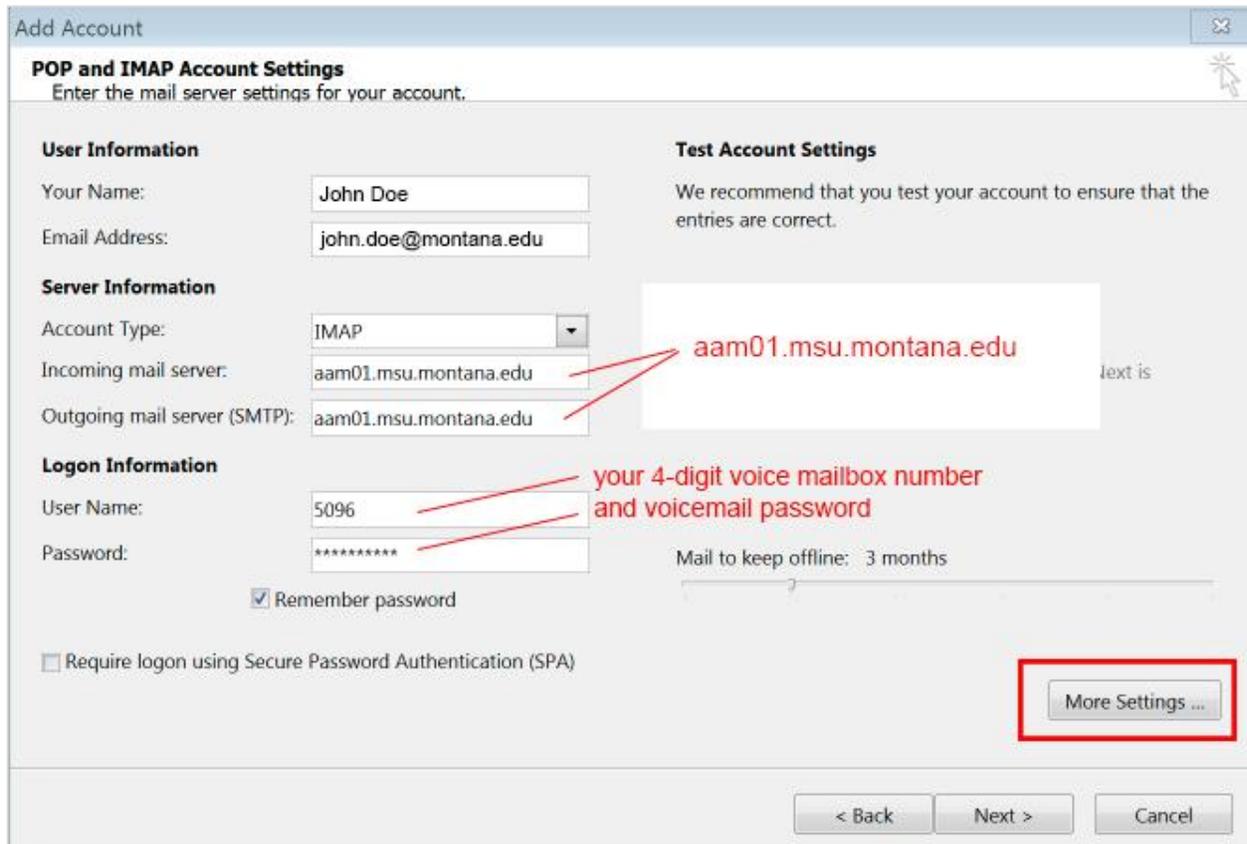
**Add Account**

**Choose Service**

- 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**  
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 'Server Information' section is highlighted with a red box, and the 'Logon Information' section is also highlighted with a red box. Red arrows point to the 'Incoming mail server' and 'Outgoing mail server (SMTP)' fields, which both contain 'aam01.msu.montana.edu'. Another red arrow points to the 'User Name' field, which contains '5096'. A red box highlights the 'More Settings ...' button at the bottom right.

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**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

**Logon Information**

User Name: 5096  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Mail to keep offline: 3 months

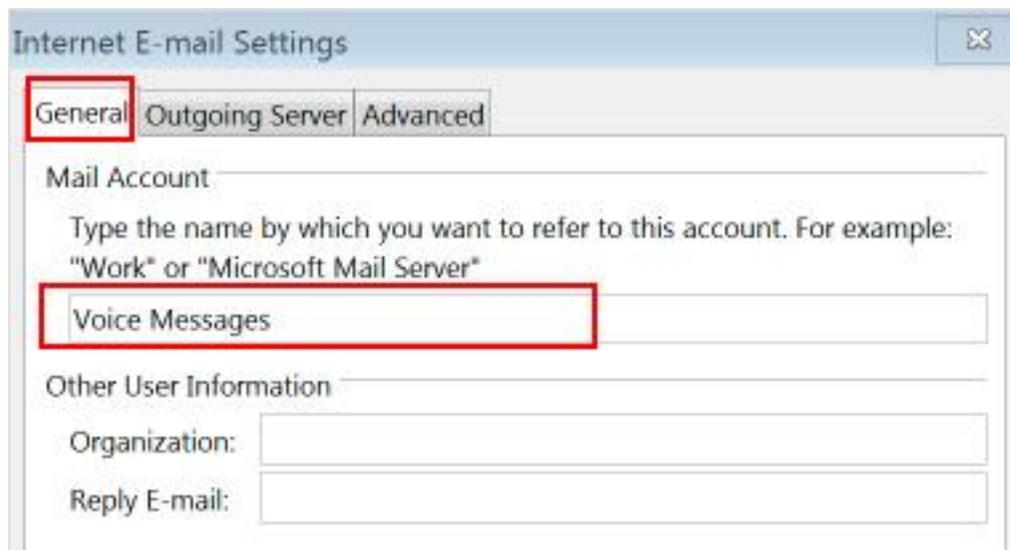
**More Settings ...**

< Back    Next >    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.

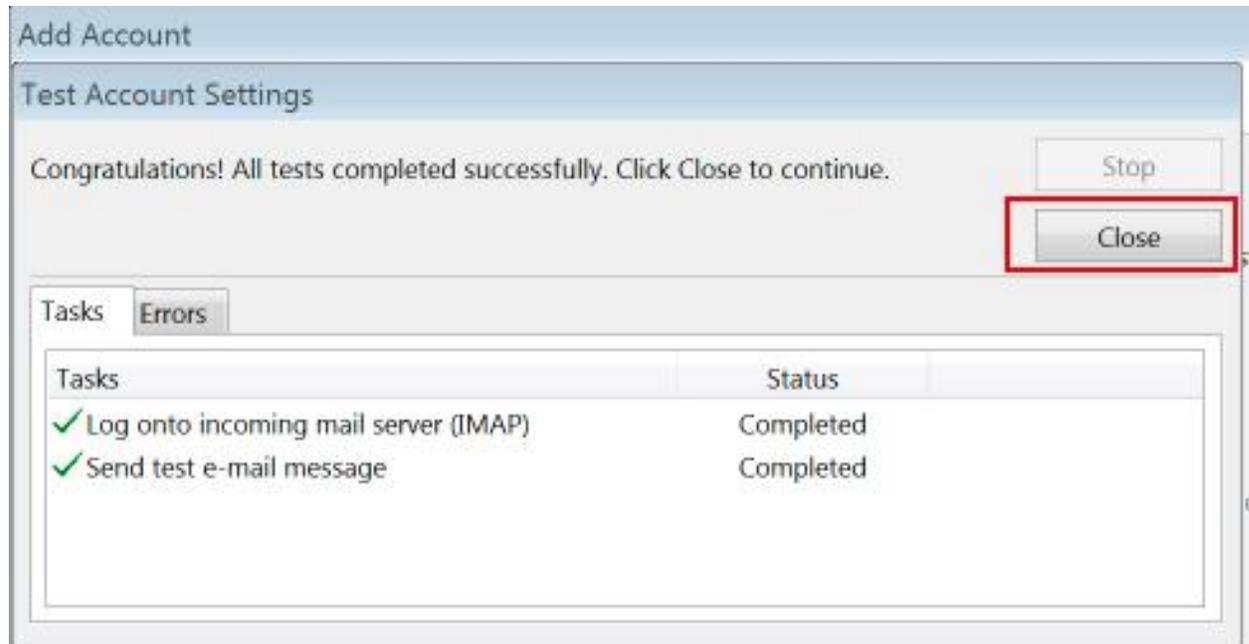
- a) Check the box next to **My outgoing server (SMTP) requires authentication.**
- b) Select **Use the same settings as my incoming mail server.**
- c) Click the **OK** button



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**.