**How to set up voicemail to email**

**Enabling voicemail to email for another user:**

**Requirements:**

Office Manager Portal Access

Note that if updating another user, you will need to have the user scope of Office Manager or above.

1. Log in to the Manager Portal.

2. Click on the Users tab and click on the user that you want to enable voicemail to email on.

A screenshot of a computer

Description automatically generated

3. Click the Voicemail tab for the user.

A screenshot of a phone

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4. Scroll down and click on Email notifications and select the option you want. (Below are what each option does.)

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5. Click on Save.

**Enabling voicemail to email on your own user:**

1. Log in to the user portal.

2. click on the Messages tab.

A grey square with a phone and text

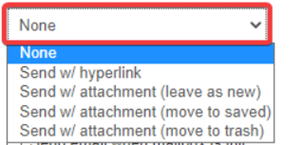
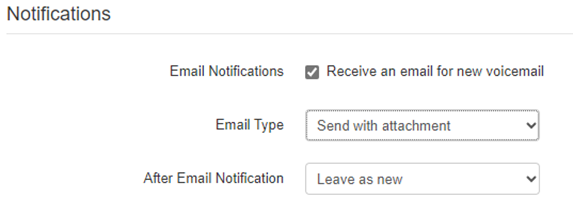
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3. Click on the Settings tab

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4. Scroll down and click on Email notifications and select the option you want. (Below are what each option does.)



5. Click on Save.

**Email Notifications options**

-**Send With Hyperlink**

Sends an email notification with a hyperlink to a recording of the voicemail.

-**Send w/ Attachment (Leave as New)**

Send email notification with the recording as an attachment to the email and then leaves the voicemail as a new voicemail on the phone and the portal.

-**Send w/ Attachment (Move to Saved)**

Send an email notification with the recording as an attachment to the email and then moves the voicemail to the saved folder on the phone and the portal.

-**Send w/ Attachment (Move to Trash)**

Send an email notification with the recording as an attachment to the email and then moves the voicemail to the trash on the phone and the portal.