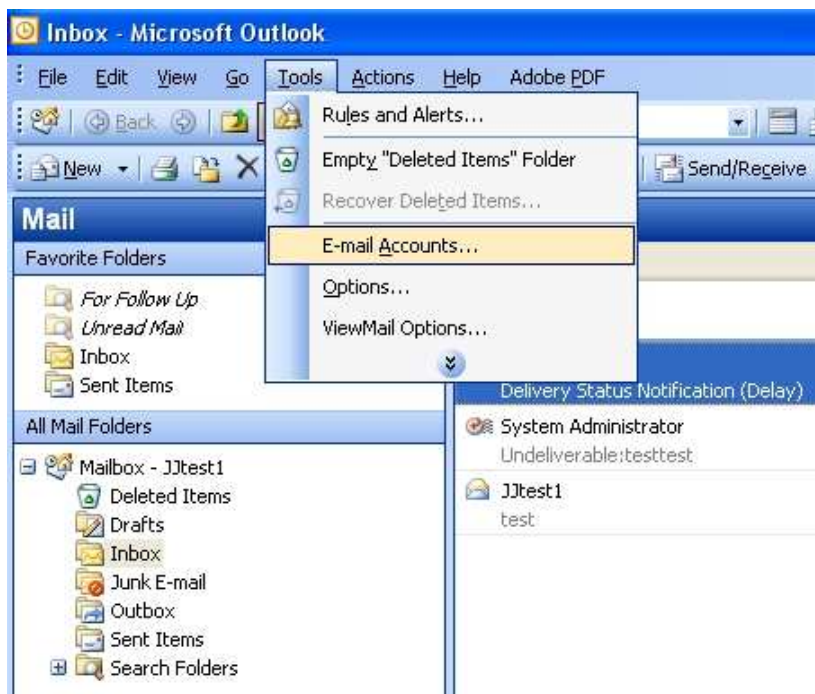


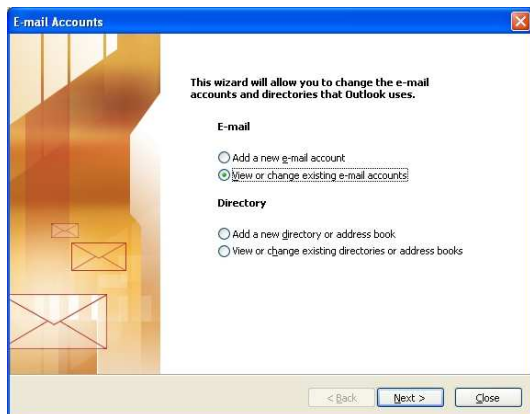
Voice mail with Outlook 2003

The Cisco Unity voice mail system gives you access to your voice mail through Microsoft Outlook. If you require access to more than one voice mail box and have the proper permissions, you can listen to those messages through your computer. Use the following steps to setup your additional mailbox.

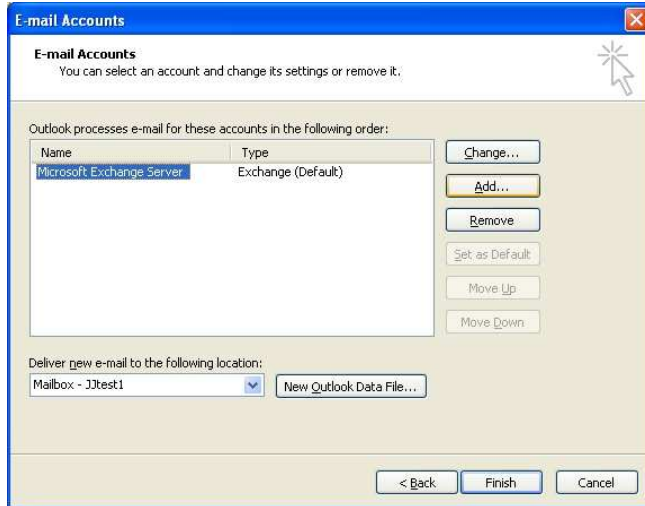
1. Login to your existing Microsoft Outlook 2003 profile and then click on “Tools” and then **E-mail Accounts...**



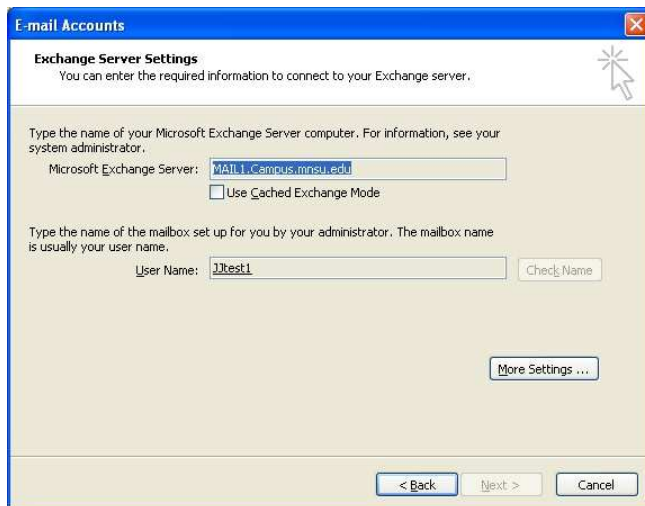
2. Under **E-mail**, **View or change existing e-mail accounts** should be selected. Click on the **Next** button.



3. Click on the **Change...** button.



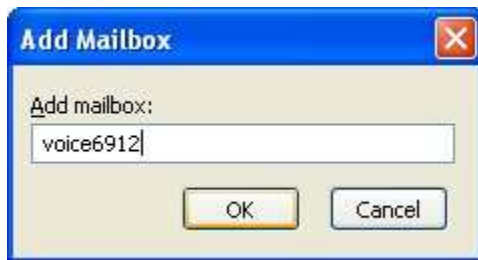
4. Click on the **More Settings...** button.



5. Click on the **Advanced** tab and then click on the **Add...** button.



6. Type in the name of the mailbox that you want open. Typically it will be named voice and then the four digit phone extension. Example “**voice6912**”

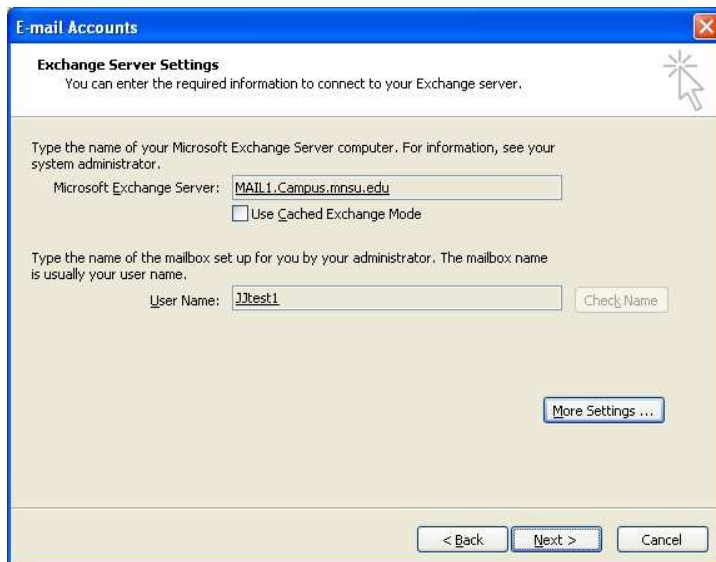


7. Now click **OK**.

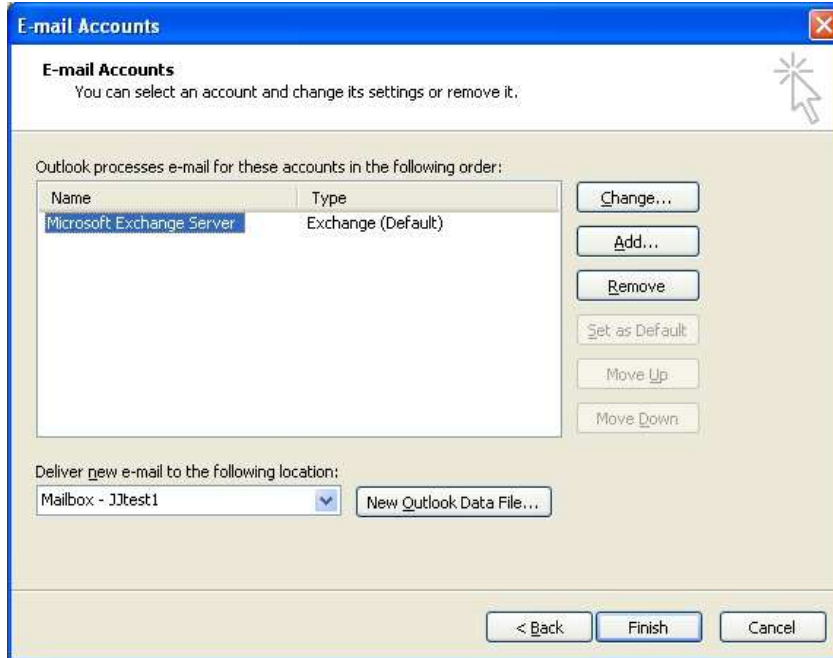
- You should see the mailbox that you typed in under the **Open these additional mailboxes:** Click **OK**.



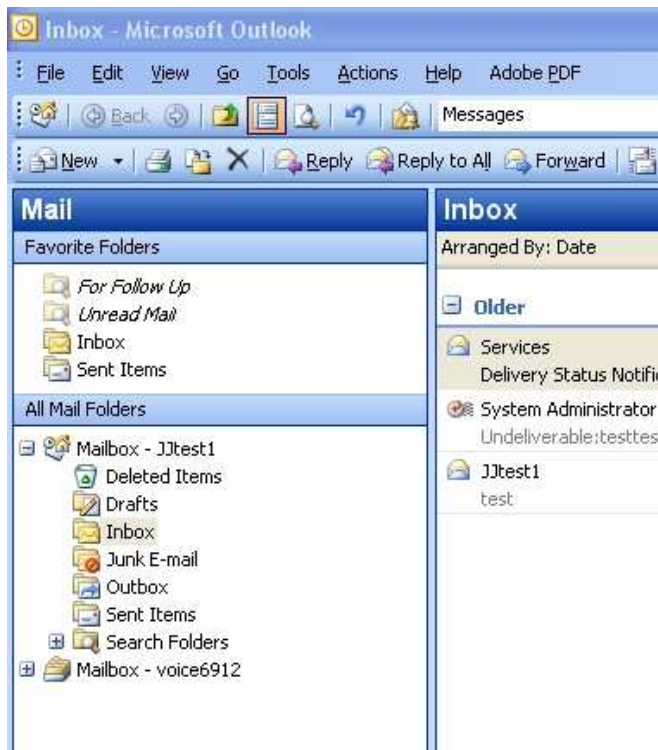
- Click **Next**.



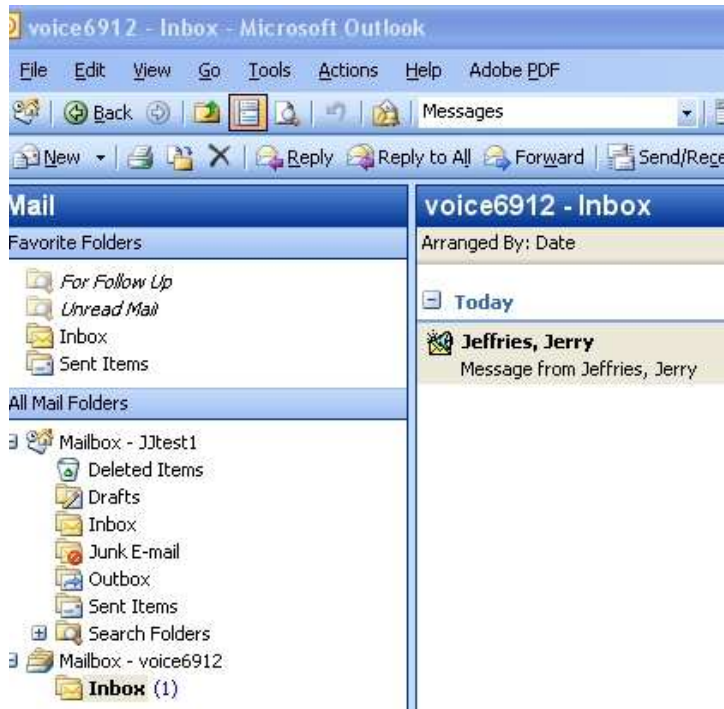
10. Click **Finish**.



11. In your folder list you will now see an additional mailbox for the voicemail account. The mailbox will be labeled **Mailbox – voiceXXXX**. Example **Mailbox – voice6912**.



12. Click on the plus symbol next to the new mailbox name. You will then see the **Inbox** for the voicemail account. If you do not see the **Inbox** call the Information & Technology Help Desk (389-6654) to request permissions to the **Inbox**.



13. Once you are in the **Inbox** you can play any voicemail message that you see.

