

Deliver Messages to Outlook Email

With ShoreTel it is possible to have your Voice Mail messages delivered to your Email with a Wave file. This option specifies the media the system will use to inform the user of the receipt of a voice message.

☎ Click the **Application** (ShoreTel) button in the upper left corner of the ShoreTel Window.

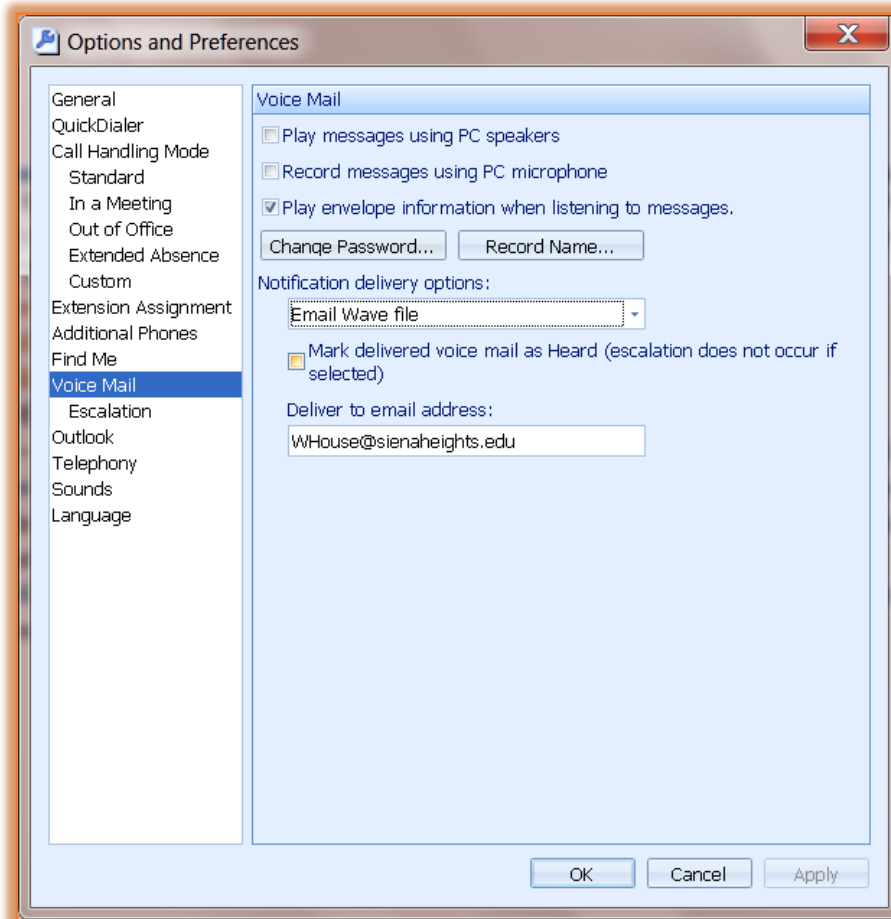


☎ Click **Options** in the list.

☎ The **Options and Preferences** window will display.

☎ Click the **Voice Mail** tab.

☎ The **Voice Mail** window will display (see illustration).



☎ Click the **Notification Delivery Options** list arrow.

☎ Select one of the options.

★ **Disabled** – When this option is chosen, Escalation Notification will be disabled. Messages will not be sent to your email.

★ **Email Wave File** – This option will send a copy of the voice message to the specified email address as an attachment. You will be able to listen to the message by clicking the

file attachment. The file will open in the media player you have installed on your computer.

- ★ **Email Notification** – A message that announces the receipt of a voice mail message will be sent to the specified email address. This option does not allow you to listen to the message. It only sends a message saying you have received a message.

 Click the **OK** button to exit the **Options and Preferences** window.