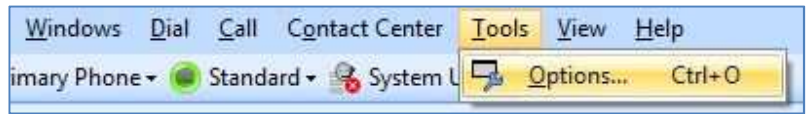
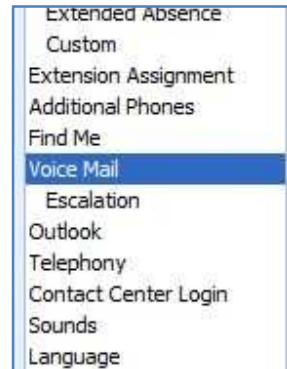


Sending Voicemail to Email Using ShoreTel Communicator

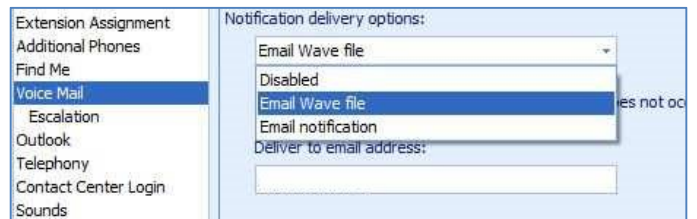
- Click **Tools** on the **Main Menu**.
- Click **Options**.



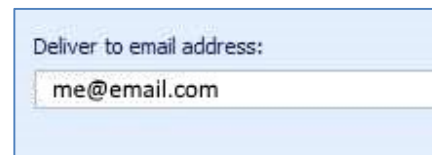
- Click on **Voice Mail**.



- Under **Notification delivery options**, select:
 - **Email Wave file** (your voice mail will be converted to a small sound file and sent as an attachment to the email address you specify)
 - OR**
 - **Email notification** (you will receive an email notifying you that you have voice mail)



- Under **Deliver to email address:** enter your email address. (**NOTE:** the address does not have to be a Minot State email account.)



- Click **Apply**. Then click **OK**.



Turning on a voice mail notification delivery option does not delete voice mail from your mail box.

Sending Voicemail to Email Using Web Communicator

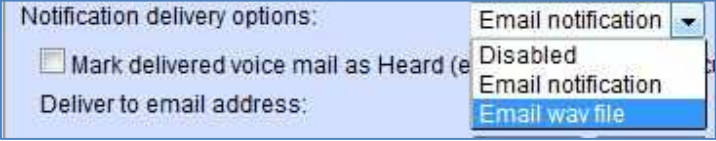
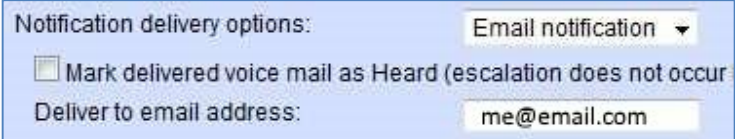

- Open a browser and type the following URL:
http://stclient.minotstateu.edu/login/

- Use your Campus Connection user name and password to login.
- Type your password; then click **Submit** or hit **Enter**.
- **NOTE:** the web version of Communicator can only be used when you are on campus.

You will be using the **Options and Preferences** box. You might notice that after clicking on the appropriate menu item, the Options and Preferences box does not appear to open. Usually the box does open but opens behind the browser window. You may have to minimize your browser or drag it to the side of the screen to see the Options box.

- Click **More** on the **Main Menu**.
- Click **Preferences**.
- This will open the **Options and Preferences** box.

- Click **Voice Mail**.

<ul style="list-style-type: none"> Under Notification delivery options, select: <ul style="list-style-type: none"> ➤ Email Wave file (your voice mail will be converted to a small sound file and sent as an attachment to the email address you specify) OR ➤ Email notification (you will receive an email notifying you that you have voice mail) 	 <p>Notification delivery options: Email notification ▾ <input type="checkbox"/> Mark delivered voice mail as Heard (e Deliver to email address: Disabled Email notification Email way file</p>
<ul style="list-style-type: none"> Under Deliver to email address: enter your email address. (NOTE: the address does not have to be a Minot State email account.) 	 <p>Notification delivery options: Email notification ▾ <input type="checkbox"/> Mark delivered voice mail as Heard (escalation does not occur Deliver to email address: me@email.com</p>
<ul style="list-style-type: none"> Click Save at the bottom of the screen. 	 <p style="text-align: center;">Reset Save</p>
<p style="text-align: center;">Turning on a voice mail notification delivery option does not delete voice mail from your mail box.</p>	