How to Turn Off Missed Call Notifications or Voicemail Preview

- 1. Log onto Outlook Web Access (OWA) http://mail.minotstateu.edu
- 2. After logging into OWA, click on the **Options** button in the upper right hand corner of the screen.



3. Next click on **Phone** on the left hand side of the screen and then select the options you would like on the right side of the page (see picture below):

Outlook Web App		Sign out
elect what to manage: Myself	•	My Mail 🔞
Account Organize E-Mail Groups	Voice Mail Mobile Phones Text Messaging	
Settings	Outlook Voice Access	Notifications
Phone Block or Allow	To use your phone to access your voice mail, e-mail, calendar and contacts, call 858-4100 and then enter your PIN when you hear the prompt. Enter the phone number that you <u>want the voice mail system</u> to call you at when you're using the Play on Phone feature.	 You can receive notifications when people call you but don't leave a voice message. Send an e-mail message to my Inbox when I miss a phone call You can receive text message notifications to alert you when you miss a phone call or receive a voice message. Text messaging notifications are not set up for you yet. Set up notifications I don't want to receive text message about missed calls and voice messages I only want to receive text message notifications when I have voice messages I want to receive text message notifications about missed calls and voice messages
	Read this folder: Inbox	Voice Mail Preview
	Change Folder Uncheck these boxes to turn off Voicemail speech to text	You can preview the text of voice messages you receive. You can also have text previews included with voice messages you send. To turn on Voice Mail Preview, choose from the options below. Include preview text with voice messages I receive. Include preview text with voice messages I send through Outlook Voice Access

4. Click **Save** on lower right hand side of screen to apply your changes.