From a phone that is not UM-enabled

Dial the Outlook Voice Access Number

From a phone that is UM-enabled

Welcome Menu

# nnnnnn	Contact Someone Mailbox Extension

Welcome Menu

Enter your PIN and press #. If this is not your mailbox, press *.

If you choose to access your voice mail without a PIN, this is skipped. If you choose e-mail, calendar, or personal contacts you'll be prompted for a PIN.

"You have 1 new voice message, 10 new e-mail messages, and your next meeting is at 10:00 A.M."

Main Menu

Keys	Option
1	Listen to Voice Messages
2	Listen to E-Mail Messages
3	Hear Calendar Options
4	Find a Contact
5	Compose a Voice Message
6	Change Personal Options
7	Turn Off Telephone Greeting (that lets people know you're away) Option is available when they are turned on.
0	Repeat Menu

From the voice user interface

Directory

Keys	Option
[abc...]	Spell Contact Name
#	Enter Mailbox Extension
0	Transfer to Operator

Ring Phone

Press # to leave message

Personal Contacts

Keys	Option
[abc..]	Spell Contact Name
00	Search Directory

Play Voice Message Summary

Voice Message: *Priority, From, Date, Message Body*

Play E-Mail Messages and Calendar Items

E-Mail Message: *Priority, From, Date, Message Body*

Meeting Request: *Priority, Date, From, Message Body*

Play Meeting Summary

Meeting Request: *Organizer, Time, Location, and Subject*

Record or Add/Remove Recipients

Keys	Option
1	Record
2	Add Recipient
3	Remove Recipient

Contact Details

Name
Address
Mobile Number
Office Number
E-Mail Address

Contact Options

Keys	Option
1	Replay Details
2	Call
3	Send Message
4	Find Another Contact
*	Cancel

If # is pressed after recording

Keys	Option
1#	Accept and Send
11	Accept and Mark with High Importance
12	Accept and Mark as Private
2	Replay
3	Erase and Re-record
4	Continue Recording
*	Cancel
0	Repeat Menu

Available While Listening to the Voice Message

Keys	Option
#	Next Message
0	All Playback Menu Options
1	Rewind
11	Beginning
2	Pause
3	Fast Forward
33	End
4	Slower
44	Flag for Follow-Up
5	Envelope Information
6	Faster
7	Delete
8	Reply
9	Mark as Unread

After Listening to the Voice Message

Keys	Option
#	Next Message
1	Replay
11	Previous Message
2	Call
44	Flag for Follow-Up
5	Envelope Information
6	Forward
7	Delete
8	Reply
9	Mark as Unread
*	Exit
0	Repeat this Menu
00	Return to previous/More Options

After Listening to the Meeting Summary

Keys	Option
#	Next Message
##	Next Day
0	Repeat
00	More Options
1	Replay
11	Previous Meeting
2	Call Location
22	Call Organizer
3	I'll Be Late
4	Accept/Tentative Accept
5	Meeting Details
55	Attendance Details
6	Forward
7	Decline /Cancel
77	Clear My Calendar
8	Reply
88	Reply All

Available While Listening to E-mail Messages

Keys	Option
#	Next Message
##	Next Unread Message
0	All Playback Menu Options
1	Rewind
11	Beginning
2	Pause
3	Fast Forward
4	Slower
44	Flag for Follow-Up
5	Envelope Information
55	Next Language
6	Faster
7	Delete
77	Delete Conversation
8	Reply
88	Reply All
9	Mark as Unread
99	Hide Conversation

After Listening to E-mail Message

Keys	Option
#	Next Message
##	Next Unread
1	Replay
11	Previous Message
2	Call
4	Accept
44	Flag for Follow-Up
55	Next Language
5	Envelope Information
6	Forward
7	Delete
77	Delete Conversation
*7	To Un-Delete
8	Reply
88	Reply All
9	Mark as Unread
99	Hide Conversation
*	Exit
0	Repeat this Menu
00	Return to previous/More Options

Available at All Times

Keys	Option
0	Repeat Menu
00	More Options
*	Cancel or Main Menu

Use the Keypad to Spell

From the voice user interface

To the voice user interface

Key	Option
0	Repeat Menu
1	Turn On/Off Telephone Greeting (that lets people know you're away)
2	Record Greetings
3	Change Your PIN
4	Change to the Voice User Interface
5	Change the Local Time Zone
6	Use the 12- or 24-Hour Time Format
*	Return to Main Menu

Confirm Greeting

Turn On/Off Automatic Replies

Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 1-5-3-0.

Quick Start Guide for Outlook Voice Access

Touchtone User Interface

From a phone that is not UM-enabled

Dial the Outlook Voice Access Number

From a phone that is UM-enabled

Welcome Menu

nnnnnn — Contact Someone / Mailbox Extension

Go to the touchtone interface

Welcome Menu

Enter your PIN and press #. If this is not your mailbox, press *.

If you choose to access your voice mail without a PIN, this is skipped. If you choose e-mail, calendar, or personal contacts you'll be prompted for a PIN.

"You have 1 new voice message, 10 new e-mail messages, and your next meeting is at 10:00 A.M."

From the touchtone interface

Press 0 to go to the touchtone interface

Go to touchtone interface

Main Menu

You can say :

- "Voice Mail"
- "E-Mail"
- "Calendar"
- "Personal Contacts"
- "Directory"
- "Personal Options"

Key	Option
0	Repeat Menu
1	Turn On/Off Telephone Greeting (that lets people know you're away)
2	Record Greetings
3	Change Your PIN
4	Change to the Touchtone User Interface
5	Change the Local Time Zone
6	Use the 12- or 24-Hour Time Format
*	Return to Main Menu

Confirm Greeting

Turn On/Off Automatic Replies

Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 1-5-3-0.

Directory / Personal Contacts

Say the name of the contact

Contact Options

- "Call the Office"
- "Call the Mobile Number"
- "Send a Message"
- "Find Another Contact"
- "Play Details"

Record

Record the message, then press # and say:

- "Send It"
- "Send It with High Importance"
- "Send It Marked as Private"
- "Play It Back"
- "Start Over"
- "Cancel"

Contact Details

Personal Contact:

- Business Address
- Home Address
- Other Address
- Mobile Phone Number
- Business Phone Number
- Home Phone Number
- E -Mail One
- E -Mail Two
- E -Mail Three

Directory Contact:

- Office Phone Number
- Location
- First part of the E-Mail Address

Play Voice Message Summary

Voice Message: *Priority, From, Date, Message Body*

Play E- Mail Messages and Calendar Items

E-Mail Message: *Priority, From, Date, Message Body*

Meeting Request: *Priority, Date, From, Message Body*

Play Meeting Summary

Meeting Request: *Organizer, Time, Location, and Subject*

Say What Day

For example, you can say:

- "Today's Calendar"
- "Tomorrow's Calendar"
- "Monday's Calendar"
- "Calendar for March 15th"

Ring Phone

For the Meeting You Are Currently Listening To

You can say:

- "Next Message"
- "Next Day"
- "Replay"
- "Previous Meeting"
- "Call Location"
- "Call Organizer"
- "I'll Be Late"
- "Accept/Tentative Accept
- "Decline/Cancel"
- "Clear My Calendar"
- "Meeting Details"
- "Attendance Details"
- "Reply"
- "Reply All"
- "Forward"
- "Select Language"
- "First or Last"

Clear My Calendar

Starting with the current appointment you can say :

A time – for example, "3:30 P.M"

A number of days – for example, "2 days"

I'll Be Late

For example, you can say: "I'll be 3 minutes late", "10 to 15, minutes" or "I don't know".

Available During E-Mail and Meeting Request Playback

- "Next Message"
- "Next Unread"
- "Previous"
- "End"
- "Read the Header"
- "Accept"
- "Decline"
- "Tentatively Accept"
- "Forward"
- "Reply"
- "Reply All"
- "Flag for Follow-Up"
- "Mark As Unread"
- "Delete Conversation"
- "Hide Conversation"
- "Call"
- "Delete"
- "Rewind"
- "Fast Forward"
- "Slow Down"
- "Faster"
- "Pause"
- "Select Language"
- "Find by Name"

*Touchtone commands are also available during playback.

Available During Voice Mail Playback

- "Next Message"
- "Next Unread"
- "Previous"
- "End"
- "Play Header"
- "Forward"
- "Reply"
- "Flag for Follow-Up"
- "Call"
- "Delete"
- "Rewind"
- "Fast Forward"
- "Slow Down"
- "Faster"
- "Pause"
- "Find by Name"

*Touchtone commands are also available during playback.

Forward

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Forward to [directory name]" or "Forward to a personal contact".

Find By Name

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Find message from [directory name]".

Forward

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Forward to [directory name]" or "Forward to a personal contact ".

Find By Name

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Find messages from [directory name]".

Available at All Times

- "Main Menu"
- "Repeat Menu"
- "More Options"
- "Cancel"
- "Help"

Use the Keypad to Spell

Quick Start Guide for Outlook Voice Access

Voice User Interface