Sending Voicemail to Email Using ShoreTel Communicator				
•	Click <b>Tools</b> on the <b>Main Menu.</b> Click <b>Options.</b>	<u>Windows</u> <u>D</u> ial <u>Call</u> Contact Center <u>Tools</u> <u>View</u> <u>H</u> elp imary Phone • Standard • System L <u>Options</u> Ctrl+O		
•	Click on <b>Voice Mail.</b>	Extended Absence Custom Extension Assignment Additional Phones Find Me Voice Mail Escalation Outlook Telephony Contact Center Login Sounds Language		
•	<ul> <li>Under Notification delivery options, select:</li> <li>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)         <ul> <li>OR</li> <li>Email notification (you will receive an email notifying you that you have voice mail)</li> </ul> </li> </ul>	Extension Assignment Additional Phones Find Me Voice Mail Escalation Outlook Telephony Contact Center Login Sounds		
•	Under <b>Deliver to email address:</b> enter your email address. ( <b>NOTE:</b> the address does not have to be a Minot State email account.)	Deliver to email address: me@email.com		
•	Click <b>Apply</b> . Then click <b>OK.</b>	OK Cancel Apply		
	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/	User Name Password Submit Reset		
•	Use your Campus Connection user name and password to login. Type your password; then click <b>Submit</b> or hit <b>Enter.</b> <b>NOTE:</b> the web version of Communicator can only be used when you are on campus.	User Name firstname.lastname Password ••••••••• Submit Reset		
You will be using the <b>Options and Preferences</b> 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 <b>More</b> on the <b>Main Menu.</b> Click <b>Preferences.</b> This will open the <b>Options and Preferences</b> box.	Image: Primary Phone Image: Operating the second		
•	Click Voice Mail.	Extended Absence Custom Delegation Extension Assignmer Additional Phones Find Me <b>Voice Mail</b> Speed Dial Telephony OuickDialor		

•	<ul> <li>Under Notification delivery options, select:</li> <li>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)</li></ul>	Notification delivery options: Mark delivered voice mail as Heard (e Disabled Deliver to email address: Email way file
•	Under <b>Deliver to email address:</b> enter your email address. ( <b>NOTE:</b> the address does not have to be a Minot State email account.)	Notification delivery options:       Email notification →         ■ Mark delivered voice mail as Heard (escalation does not occur Deliver to email address:       me@email.com
•	Click <b>Save</b> at the bottom of the screen.	Reset Save
	Turning on a voice mail notification deliv	very option does not delete voice mail from your mail box.