

Forwarding voicemail to email

The following outlines the steps to take to enable forwarding your voicemail as an audio file to your CUE email:

1. From your phone, press the **Message** button.
2. Enter your voicemail password, then press the **Done** softkey.
3. Using the down arrow keys, choose **Email**, then press the **Change** softkey. Use the right arrow button on your phone display to choose between **Copy**, **Forward**, **Alert**, or **Off**. Choosing **Copy** should be a good choice for this purpose.

Option Notes explained:

Copy— a copy of the voicemail will be sent as an audio file to your Concordia email address, together with a voicemail accessible on your desk phone

Forward— the voicemail is automatically sent as an emailed audio file to your Concordia email address; no copy is kept on your desk phone

Alert— an email alert is sent to your Concordia email address that you have voicemail- you still need to have physical access to your phone to retrieve your voicemail

Off— email forwarding is turned off

4. Press the **Save** softkey.