



SETTING UP AURA VOICE MAIL TO EMAIL (Outlook 2010) – as of 7/24/12

To set up your Aura Voicemail to Email you need to add an IMAP folder to our Outlook like we did with other pilots. Voice mail will be delivered into this folder instead of your regular Outlook in box.

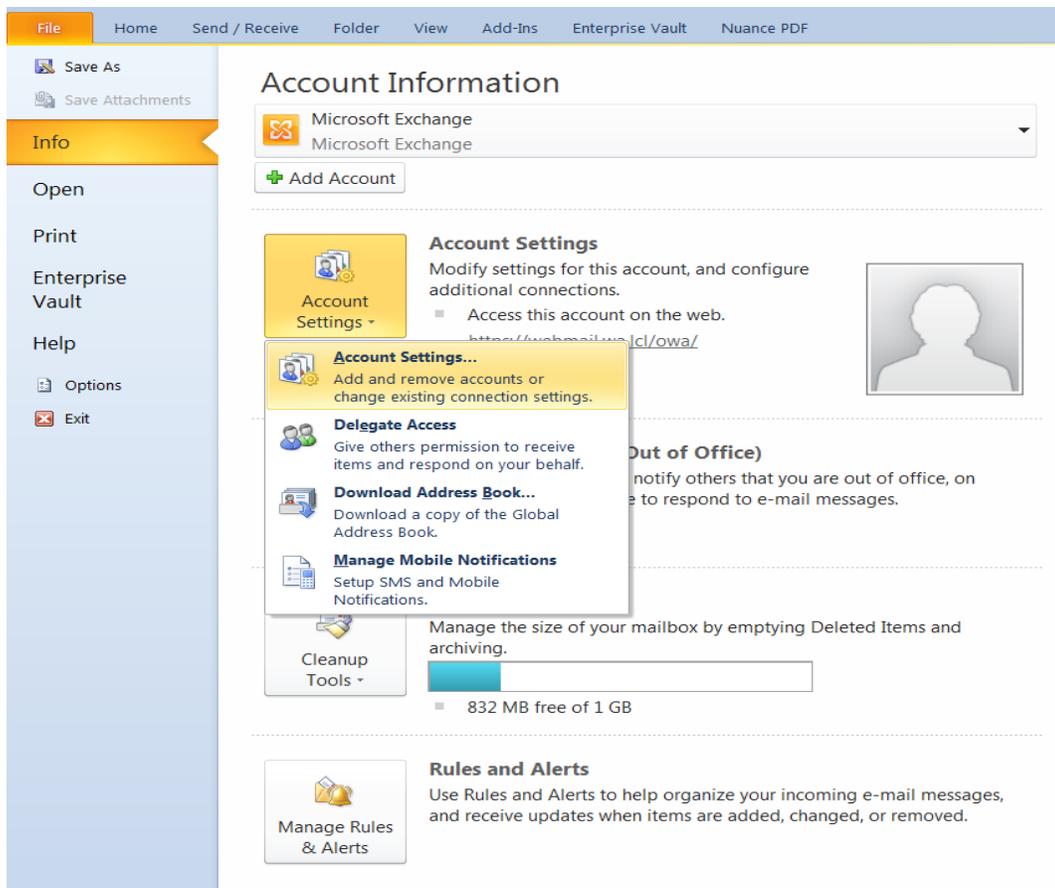
NOTE: When using this feature, be aware that if you delete messages from either location (voice mail box or email) the message is deleted from BOTH locations.

Configuring Outlook 2010

To configure Microsoft Office Outlook 2010, perform the following steps:

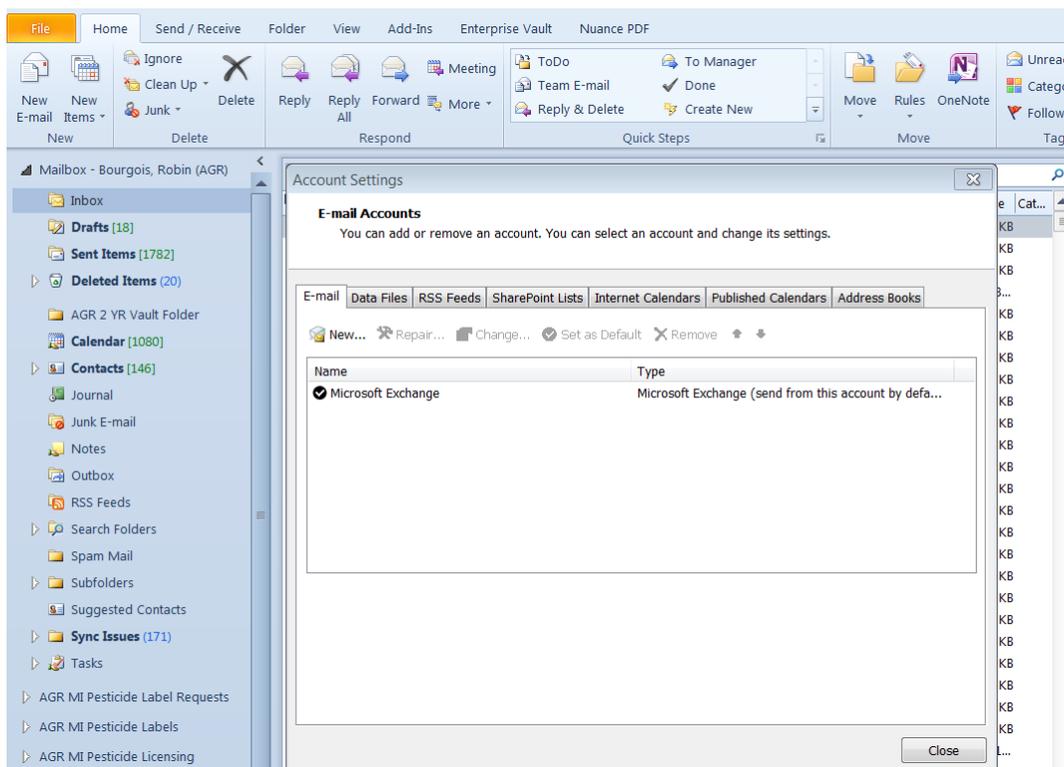
1. Start Outlook.
On the **File** menu, click **Info** and then click **Account Settings**, then **Account Settings again....**
The system displays the Account Settings dialogue box.
2. Click **New**
The system displays the Auto Account Setup dialog box.
3. **Select Email account and then Next.**
4. Select the **Manually configure server settings or additional server types** check box, and then click **Next**.
The System displays the Choose Service dialog box.
5. Select the **Internet E-mail** check box, and then click **Next**.
The System displays the Internet E-mail Settings dialog box.
6. In the **Your Name** box, type your **10 digit telephone number**.
7. In the **E-mail Address** box, type your **10digit telephone #@mss1-nrb.dis.wa.gov**
8. In the **Server Information** section, select **IMAP** for **Account Types**.
9. In the **Incoming mail server** box, type **147.55.144.6**
10. In the **Outgoing mail server (SMTP)** box type: **147.55.144.6**
11. In the **User Name** box, type your **10 digit mailbox number**.
12. In the **Password** box, type your **voice mailbox password**.
13. Uncheck the **Test Account Settings by clicking the Next** button
14. Click **More Settings....**
 - a. On the **General** tab, replace the default name with **Avaya Aura Voice Mail**.
15. Click **OK, Next** and then click **Finish**.
16. **Select Close.**

Step 1: Start Outlook.



On the **Tools** menu, click the **File** menu, then click **Account Settings**, then **Account settings** again....

Step 2:



On the **E-mail** tab, click **New**

Step 3:

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Select the **Manually configure server settings or additional server types** check box, click **Next**.

Step 4:

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

Add New Account

Choose Service

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

< Back Next > Cancel

Select **Internet E-mail**, click **Next**

Step 5:

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: 3609022059
E-mail Address: j22059@mss1-nrb.dis.wa.gov

Server Information

Account Type: IMAP
Incoming mail server: 147.55.144.6
Outgoing mail server (SMTP): 147.55.144.6

Logon Information

User Name: 3609022059
Password: ****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

Your Name:
10 digit telephone number

Email Address;
j22059@mss1-nrb.dis.wa.gov

Account Type: **IMAP**

Incoming Server: **147.55.144.6**

Outgoing mail server(SMTP): **147.55.144.6**

User Name: **Your 10 digit Aura mailbox number** i.e. 360xxxxxxx (3604078742).

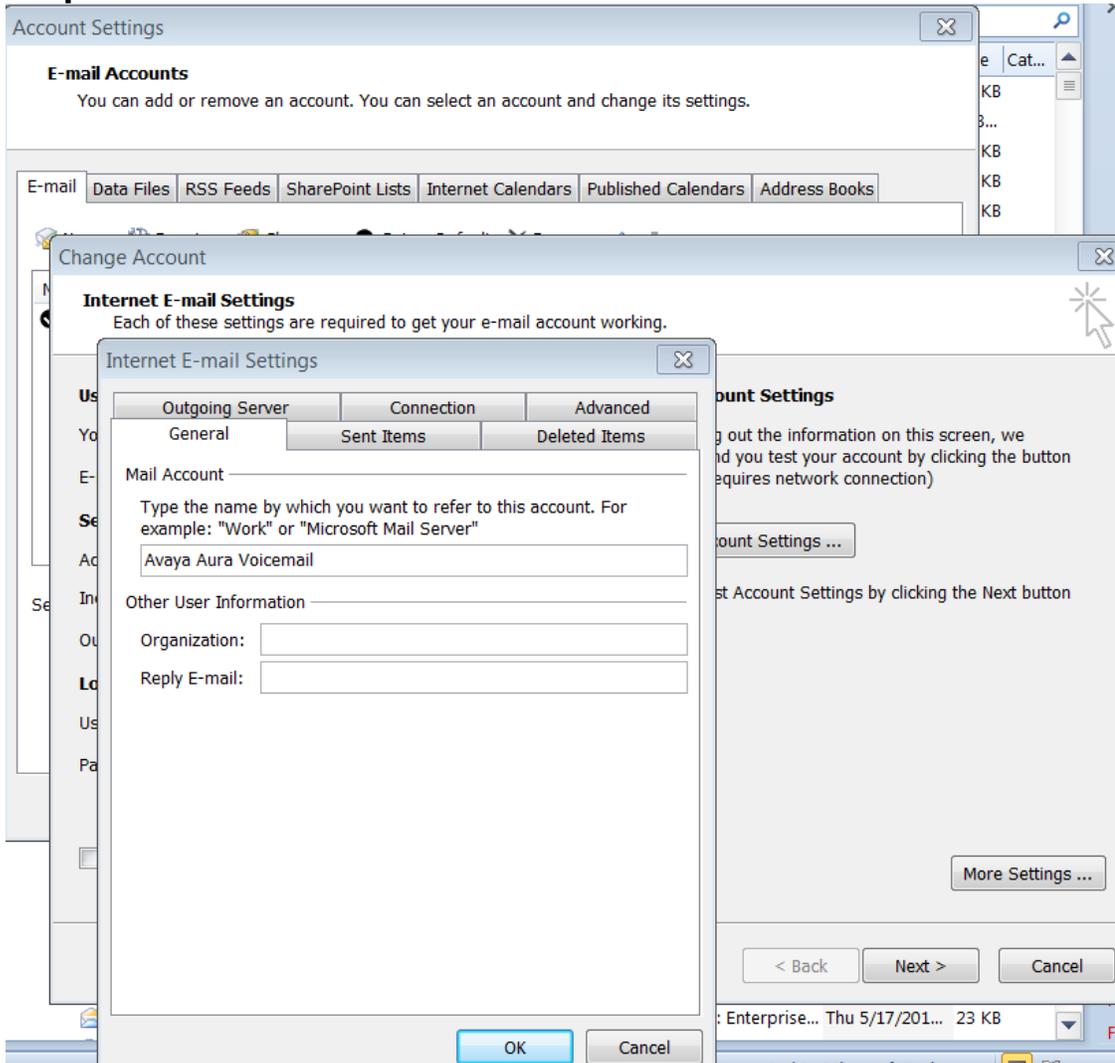
Password: **Your PIN** that you set in you Aura mailbox

Check the **remember password box**

Uncheck the **Test Account Settings by clicking the Next** button

Click **More Settings**.

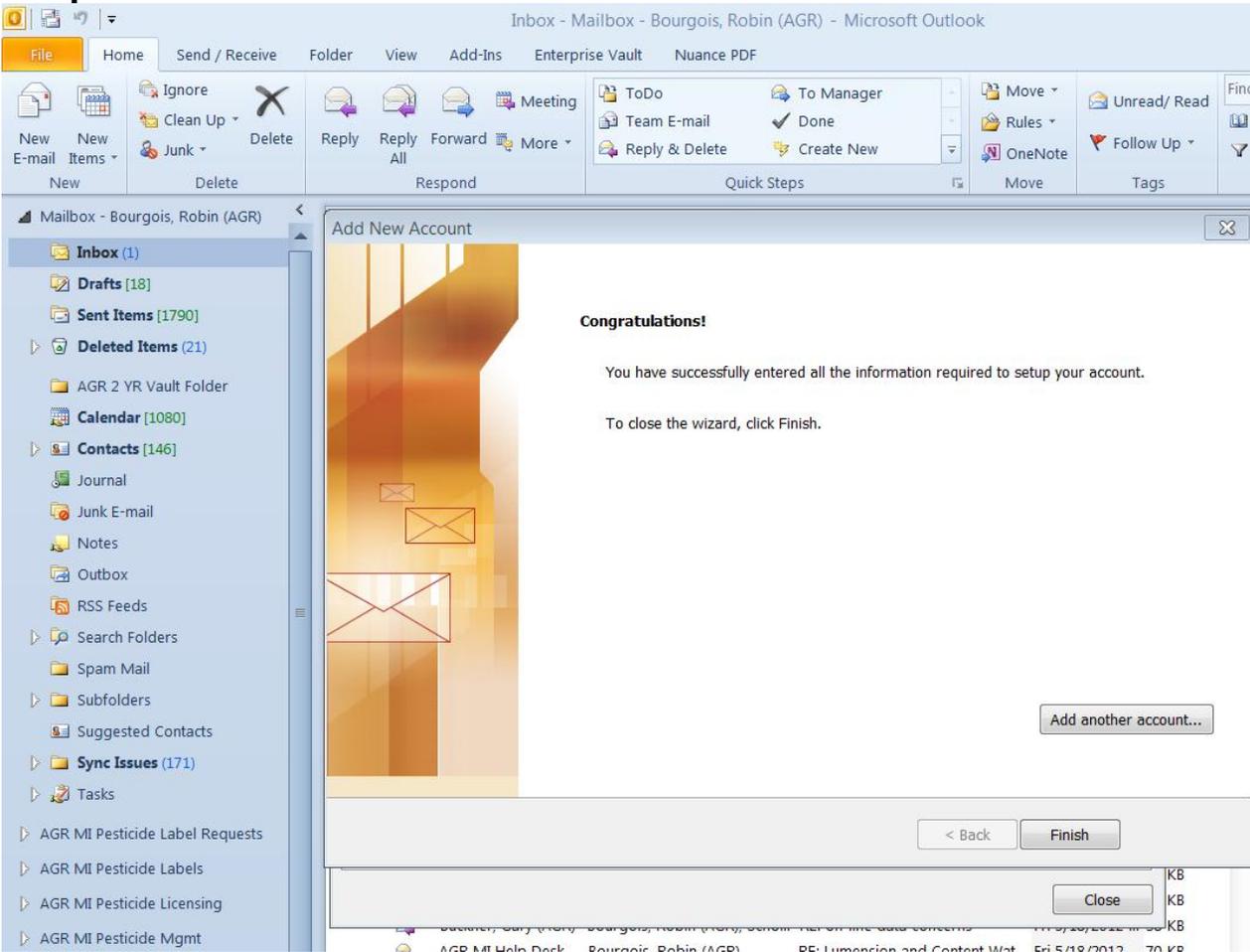
Step 6:



On the General tab **change the mail account name to Avaya Aura Voicemail**

Click **OK, Next**

Step 7:



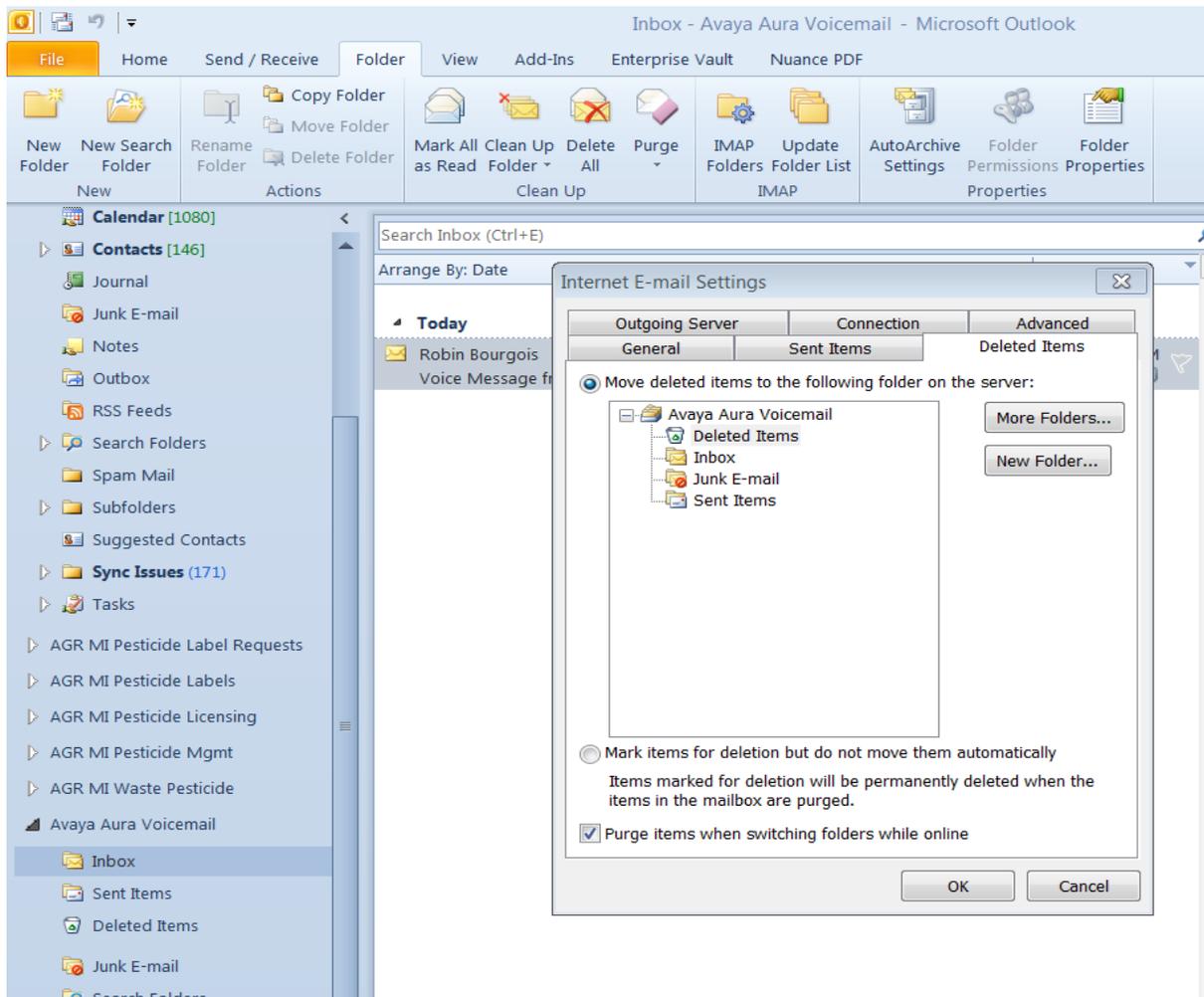
Click **Finish**

Purge Options:

Option 1 – Default Settings

By default, this is what the purge settings look like.

To access this information, **click** on the **Inbox** of your **Avaya Aura mailbox**, then go to **Folder, Purge**, then **Purge Options**. Try the default settings first. If you delete a message from the Avaya Aura mailbox, it should go into the deleted folder for this account. Once you click on one of the folders in a different account, like your main Exchange account for example, the message in the deleted folder should automatically purge. If this option doesn't work for you, try the second option below.



Option 2 –

Also check the radio button next to “Mark items for deletion but do not move them automatically.”

