



Title: How to Forward Voicemail to Email

Task:

By following the instructions, you'll be able to forward your Widener voice messages to your Outlook Inbox.

Instructions:

Open a web browser and visit <http://evm.widener.edu>. A page very similar to the one below should open.

2. In the "Mailbox:" field, enter your 10-digit phone number.
3. In the "Voice Mail Password:" field, enter your numeric voicemail password. Do not Check the "Remember me on this computer" box.
4. Click the red "Login:" button.
5. The next screen you will be presented with should look similar to this and you will notice that your name and phone number appear to the right of the Widener University logo.
6. Click on the red "Add Device" button.
7. Click on the "Drop-Down" arrow and select "Desktop EVM." The checkbox next to the word "Active" should now be checked.
8. In the "Email Address:" field, enter your Widener email address where you would like your notifications and documents sent.
9. In this step you will choose voicemail to be sent to your email address.
10. Select the check box next to Voice.
11. Then choose whether to have "ALL" or "Urgent Only" messages sent to your email address.
12. NOTE: Do not check the box for Fax.
13. You now need to configure the format for delivery. For the "Audio Format" field, select "WAV"
14. At this point, you have four (4) options, three (3) of them appear as red buttons on the right side of the screen. They are "Delete", "Test", and "Save".
15. "Delete" will confirm that you would like to clear the options and then you will be logged off.
16. "Test" will send a test message to the mailbox that you specified in the "Email Address:" field. This will be formatted like an actual message, but it will contain fake data. You will get a pop-up stating that an email has been sent to your email address, but you will be left in the configuration



screen. The test email will look similar to the sample below. Open your email to confirm that you received a message

17. Select “Save” if you are satisfied with the results. “Save” will save your changes, and a pop-up will appear stating that your changes have been saved. This should be selected after a successful “Test” was sent. Once you have saved your work, you will need to “Logout”.

18. The fourth (4th) option is selecting the box next to “Re-send me all messages in my mailbox”. If you have any existing voicemail messages stored, then selecting this option will automatically save your configuration and then send all of your stored messages to your email account.

19. Logout of the EVM interface and you are now set up to receive voicemail at your Widener email address.

20. If you decide that you no longer want messages sent to email, login make your changes, save and exit.

21. Voicemail in your Email

22. Now that you are receiving voicemail in your email account, you will need to be aware of a couple more things.

23. Attachments can be large and may use a significant amount of your email quota depending on how many messages you keep in your email. Move these items to your PC if you need to keep them to prevent your quota from being exceeded.

24. The message header will note that this is a voicemail and include the number of the person calling, and their name, if available. The body of the message contains three links that allow you to delete the message, mark the message as read (turns off the message waiting indicator), or links you to the login page to make changes to your EVM Plus configuration. Attached to the email will be a sound file of the voicemail. At the bottom of the message is information about the number of current voicemails and whether they are new or old.