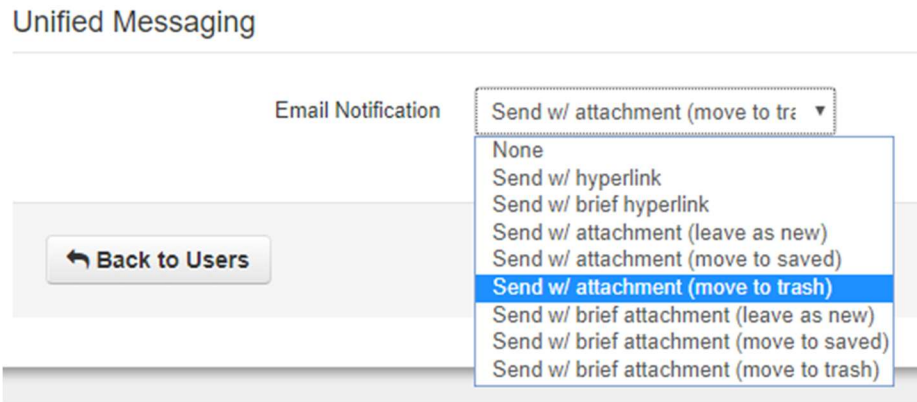**Set up email notifications:**

1. Log into the voice portal.
2. Click on **Messages** at the top and the click on **Settings.**
3. At the bottom of the **Messages > Settings** page look for **Unified Messaging**.
4. Use the drop-down menu to select the delivery method for your email notification

The **Send w/ attachment** option send the voicemail as a audio file attached to an email. Click **Save** at the bottom.