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 Unified Messaging

Email Notification

Send w/ attachment (move to traverselve)

None
Send w/ hyperlink
Send w/ brief hyperlink
Send w/ attachment (leave as new)
Send w/ attachment (move to saved)

Send w/ attachment (move to trash)
Send w/ brief attachment (leave as new)
Send w/ brief attachment (move to saved)
Send w/ brief attachment (move to saved)
Send w/ brief attachment (move to trash)

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