



This guide will assist you with setting up your Telesystem Voicemail to send you email notifications when you receive a new voicemail message. These same steps can be used for Fax Mail users. From your web browser, go to [www.telesystem.us/account](http://www.telesystem.us/account), then click on the Voicemail Portal link.

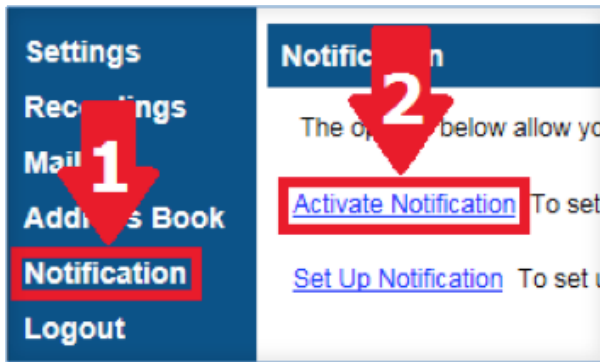
## Setting Up Email Notifications

1. Sign into your voicemail box with your Account Number and PIN.

- The **account** is the 10-digit phone number or 11 digit sub-mailbox number.
- The PIN is the same PIN used to access your voicemail box by telephone.

2. Once logged in, click on the **Notification** link in the navigation pane on the left-hand side of the page. Click on the **Set Up Notification** link when you are on the Notification Page.

3. Enter the destination email address where you want your messages delivered then click the **Add Attachment** button. This will deliver the notification as well as the .wav file attachment to the designated email inbox(es). You may add multiple email addresses but they must be entered one at a time. Click **Save** when you are done.



4. Return to the **Notification** page and click the **Activate Notification** link.

A screenshot of the 'Activate Notification' configuration page. At the top, it says 'VX can automatically notify you when you receive a new message. We can notify you by e-mail, telephone, or a message waiting indicator(MWI)'. Below that is a 'Pause All Notifications' section with a 'Pause All' button. The main section is titled 'Notification for: Voicemail'. It is divided into two columns: 'My Notification Choices' and 'My Notification Rule:'. Under 'My Notification Choices', there are two sections: 'Notify me through Email' and 'Notify me through Message Wait Indicator'. Each has three radio button options: 'Off', 'If message meets my Notification Rule', and 'Every time I receive a message'. The 'Every time I receive a message' option is selected in both sections and is highlighted with a red box. Under 'My Notification Rule:', there are two checked options: 'An urgent message arrives' and 'Message is from this list of people:'. Below the second option is a dropdown menu showing 'Bosses' and a 'New List' button. At the bottom are three buttons: 'Reset', 'Save', and 'Cancel'.

5. Set the notification preferences for **Notify me through Email** to “*Every time I receive a message*”, and for **Notify me through Message Wait Indicator** to “*Every time I receive a message*”. Click **Save** to keep your changes.

6. Logout of the voicemail portal and call your number from another phone. Leave yourself a voicemail message to ensure you are receiving your email notification of your voice messages.