

## Setting up Voicemail to Email

1. Log into the **Customer Administration Portal**.
2. Go to Locations > All Locations.
3. Find the extension you wish to edit.
4. Press the edit icon on the right-hand side.
5. Go to **Messaging Tab**.
6. Scroll down to **Unified Messaging**.
7. Turn the switch from **Use Unified Messaging** to **Forward to Email** if you want to ONLY receive emails.
8. Keep the switch on **Use Unified Messaging** to use both the phone voice portal and have an option to receive an email.
9. Confirm the email address in the **“Email will be sent to”** field IF you have selected **Forward to Email**.
10. Enter the preferred email address in the **“Forward a copy of this email to”** field and turn it on IF you want a copy sent there, or if you have selected **Use Unified Messaging**.
11. Save.