

Setting up Voicemail to Email for Shoretel

If you would like to have your voicemail messages forwarded to your email account follow the steps below.

1. Go to the “preferences” in the Shoretel Communicator (either client or web)
2. Select “Voice Mail” from the menu on the left
3. Change the “Notification Delivery Option” from Disabled to:
 - a. “Email notification”: if you only wish to be notified that you have a new voicemail
 - b. “Email wav file”: if you wish to have the actual voicemail sent to your email
4. Verify that the “Deliver to email address” is correct
5. Optionally you can mark delivered voice mails as “Heard” so that the red indicator light is not lit on your phone.

Voice Mail - Google Chrome

ranchopark.pods.bu.int:5449/options/voice_mail/76611?link_id=voice_mail

My Phones
Incoming Call Routing
Call Handling Mode
Standard
In a Meeting
Out of Office
Extended Absence
Custom
Delegation
Voice Mail
Speed Dial
Telephony
Customization

Voice Mail

Play envelope information when listening to messages

Notification delivery options:

Mark delivered voice mail as Heard (escalation does not occur if selected)

Deliver to email address:

Record name:

Change voice mail password:

Current:

New:

Confirm: