Voice Mail to Email Setup

Microsoft Outlook in Windows OS Setup

The following instructions are based on Microsoft Outlook 2016. Other versions of Microsoft Outlook may look slightly different but the settings and concept are the same.

1. Open Microsoft Outlook and click **File** on the Menu Ribbon.

2. Next, open **Account Settings**.

3. Under the **Email** Tab, click **New**.
4. Select **Manual setup or additional server types** and click **Next**.

5. Select **POP or IMAP** and click **Next**.

6. Follow the example below substituting your own Name, Email Address, User Name (which is your 4-digit office phone number) and your Voice Mail password.
7. Next, click **More Settings** to change the voicemail account name to *UM Voice Mail*.

![Internet E-mail Settings](image)

8. Click **OK** and then **Next**.
   A connection window will open and after a few seconds, two green check marks should appear with a status of completed. If the connections are not successful, you will need to recheck the previous settings that you entered for errors and then try connecting again. If the connection fails once again, and you have verified that all your information has been entered correctly, go back to the *Pop and IMAP Account Settings* window, uncheck the box next to **Automatically Test Account Settings When Next Is Checked**, and try connecting again. If you are still having problems you can email telcom@olemiss.edu or call 5922 for assistance.

![Test Account Settings](image)

9. If the connections are successful, click **Close** and then **Finish**.
10. You should now be back to the Account Settings window. Do not open, but select the new UM Voice Mail account. Click the Change Folder button.

11. Click the plus sign (+) next to your email address to expand folders. Select Inbox and click OK.

12. Click Close and you are done.

If you have any problems please email telcom@olemiss.edu or call 5922 for assistance.