VOICE MAIL TO EMAIL SYSTEM

Winthrop University's voice mail system allows any email account to receive voice mail messages. Please remember that the Enabled Voice Mail (EVM) features will only be activated on your mailbox after you set up the required options.

Logging In

Using Internet Explorer, browse to the EVM configuration Web page: *http://athens.winthrop.edu*.

Enter the following information and press the *Login* button:

Mailbox: [your voice mailbox number]
PIN: [initial PIN is set to 1234]

Note: If this is your first login to the EVM system, you will be automatically redirected to the "Change PIN" screen. (To make things easier, you should use the same number as your Voice Mailbox Security Code.) Enter the PIN that you wish to use in both fields and press Change PIN.
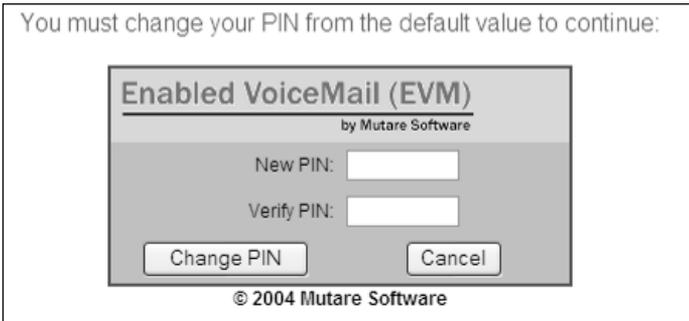
A successful login will take you to the main EVM page. Here you can configure the functional areas of EVM and the security for the application.


Security

You will need to enter your Voice Mailbox Security Code (the one you use to check your voice mail from a phone) in the field at the top of the screen. Without this code, EVM cannot copy voice mail messages.

evmDelivery

evmDelivery sends a copy of your voice mail messages to an email address that you specify.
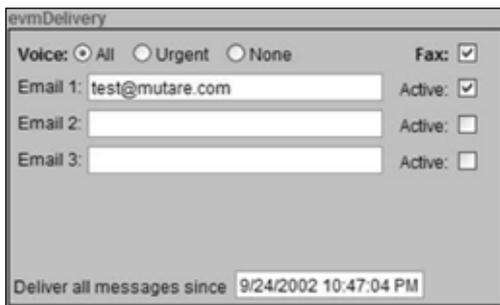
Email1/2/3: Enter the email address where you want new messages to be sent. Remember, since a voice message arrives as a sound file, the receiving PC should be able to play it.

Voice: These three buttons allow you to choose which voice messages you want delivered.

- *All* should be selected if you want all messages delivered to your email address.
- *Urgent* should be selected if you want only urgent messages delivered to your email address.
- *None* should be selected if you want to turn delivery of voice messages off. Note: even if an email address is filled in, EVM will not deliver messages if the "None" option is selected.

Voice messages are sent as .mp3 attachments, compatible with standard players. If the voice message was previously forwarded, you will receive two attachments, one with the original voice message and a second with the forwarding comments.

Fax: This allows you to choose whether you want fax messages delivered. Fax messages are sent as attachments in a .TIF format compatible with standard viewers.

NOTE: To add Fax capability to your voice mailbox, please call the I.T. Service Desk at x2400.

Deliver all messages since: This field shows the date/time stamp from the last message EVM delivered.

Saving Changes & Exiting

Be sure to press the Submit Changes button when you are finished updating your EVM configuration! Failure to do so will result in the loss of all entered changes.

Press the **Logout** button to completely logout of the EVM configuration application. Doing so will ensure that no one can access your configuration settings.

CAUTION: Some EVM messages are delivered from user email addresses and others are delivered from the system (***evmDelivery@winthrop.edu***), depending on whether the sender is also an EVM user. Before replying to any EVM email, please check the sender's address. Your email reply may not go where you expect it to go.