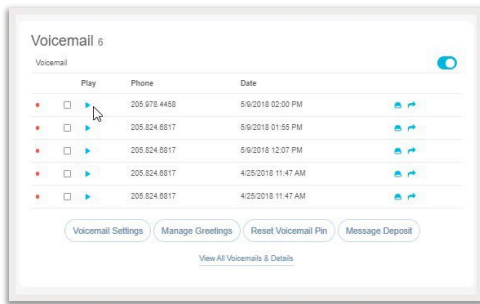


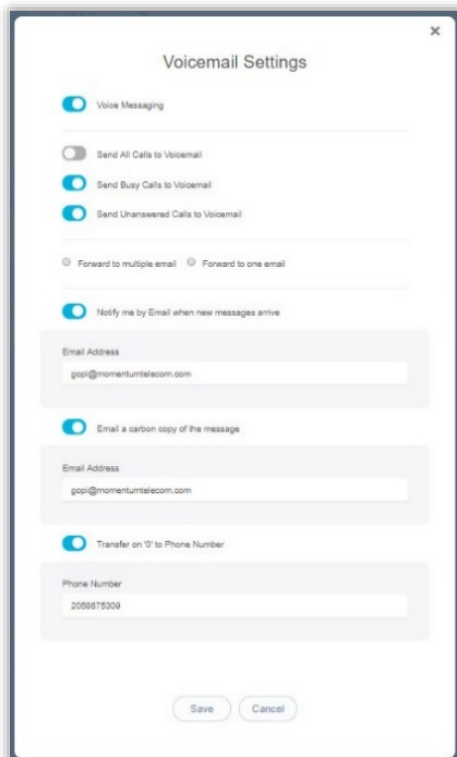
## Access and Setup



1. Sign into the **Cloud Services Portal** website.  
Example: portal.momentumtelecom.com
2. Review and manage your Voicemails and Voicemail **settings** in the **Voicemail** card on the Dashboard.



3. Click on the **Voicemail Settings** button to open the dialog where you can enable and define the voicemail to email features you wish to use.



4. Click on the **Save** button at the bottom of the dialog when finished defining settings to update the system and close the dialog. The email notifications that were just defined will begin to be sent when new voicemail messages are deposited to the line.

## Setting Options

**Note:** Voice Messaging must be enabled (ON) for the following voicemail service feature settings to function.

### Forward to Multiple Emails

**On|Off**– (Unified Communications) Saves the voicemail recording in the portal and voicemail inbox and sends voicemail recording files to the email address(es) specified.

Click the adjacent toggle to turn On (enable), then enter at least one (1) and up to five (5) email addresses separated by commas in the text field that is provided.

### Forward to One Email

**On|Off**– Sends the voicemail recording audio file to a specified email address.

**Note:** Enabling this option sends the message recordings to the email address and does **not** save the voicemails to the portal or voicemail inbox.

Click the toggle to turn On (enable) and then enter the email address in the text field provided.

### Notify Me by Email When New Messages Arrive

**On|Off** – When enabled, a simple new voicemail received notification email is sent to the address that is defined in the text field provided. The actual voicemail will be available in the voicemail inbox or the portal for review.

Click the toggle to turn On (enable) and enter the email address in the text field provided.

### Email a Carbon Copy of the Message

**On|Off**– When enabled, a copy of the simple new voicemail notification email is sent to the email address defined in the text field provided.

Click the adjacent toggle to turn On (enable) and enter the email address in the text field provided.