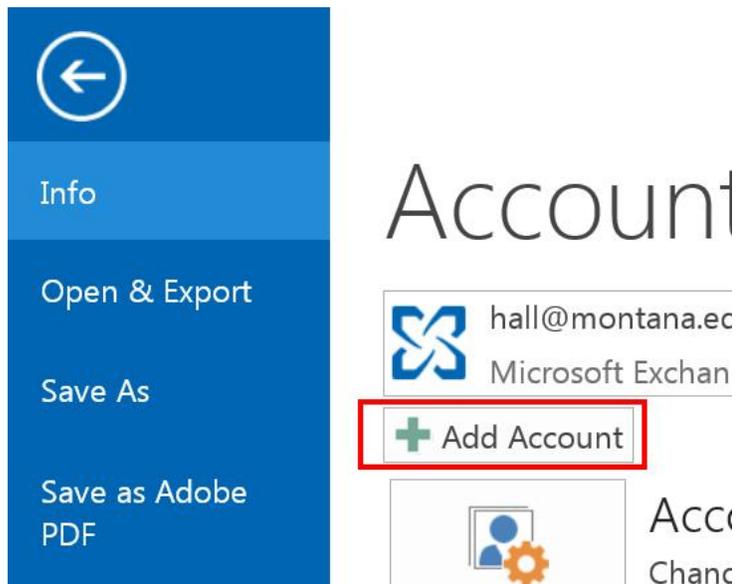# Configuring email enabled voicemail on Outlook 2013

1. Open Outlook 2013.

2. Click the **File** tab, click **Info** and then click **Add Account**.
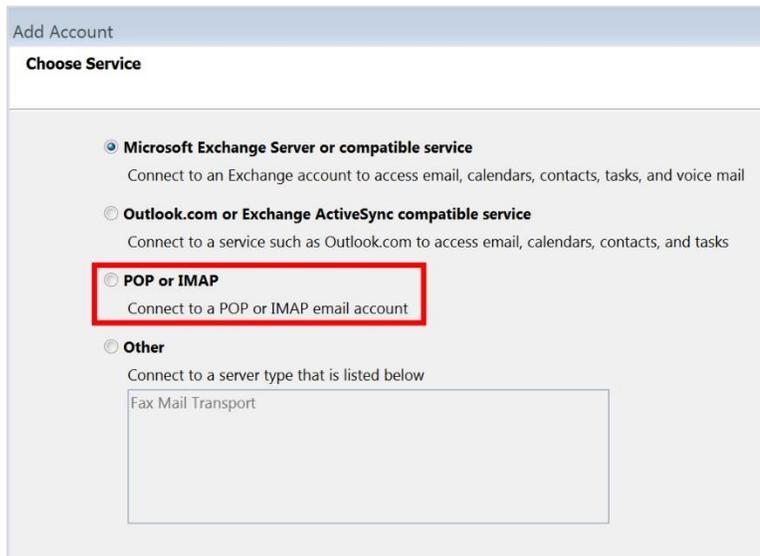

The Auto Account Setup dialog box is displayed.

3. Select **Manual setup or additional server types** and click **Next**.

   The Choose Service dialog box is displayed.

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

   The POP and IMAP Account Settings dialog box is displayed.

5. Complete the fields in the POP and IMAP Account Settings as shown below (or in image above).

FIELD	VALUE
Your Name:	John Doe
Email Address:	john.doe@montana.edu
Account Type:	**IMAP**
Incoming mail server:	**aam01.msu.montana.edu**
Outgoing mail server:	**aam01.msu.montana.edu**
User Name:	Your **4-digit mailbox number**: e.g. *1234*
Password:	Your **voicemail password (PIN)** (the one used to access voicemail on your phone)

6. Click the **More Settings** button**.**

7. On the **General** Tab, replace the default name for the mail account with Voicemail Messages or a similar designation to indicate this is your voicemail messages mailbox.
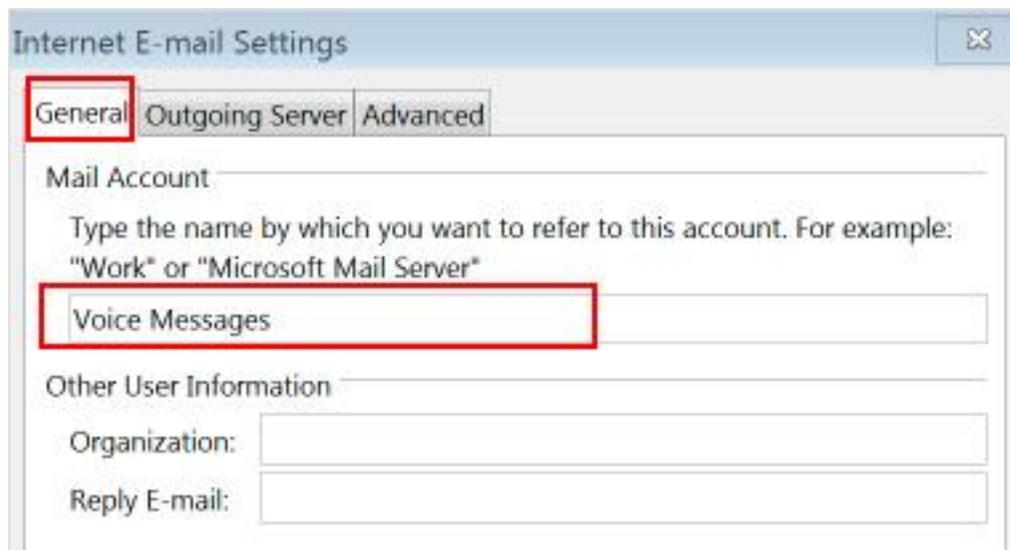
8. Click the **Advanced** tab.

In the Server Port Numbers section:

9. Select **Auto** for **Use the following type of encrypted connection** for both Incoming and Outgoing servers.

10. Click the **Outgoing Server** Tab.

   a) Check the box next to **My outgoing server (SMTP) requires authentication**.
   b) Select **Use the same settings as my incoming mail server.**
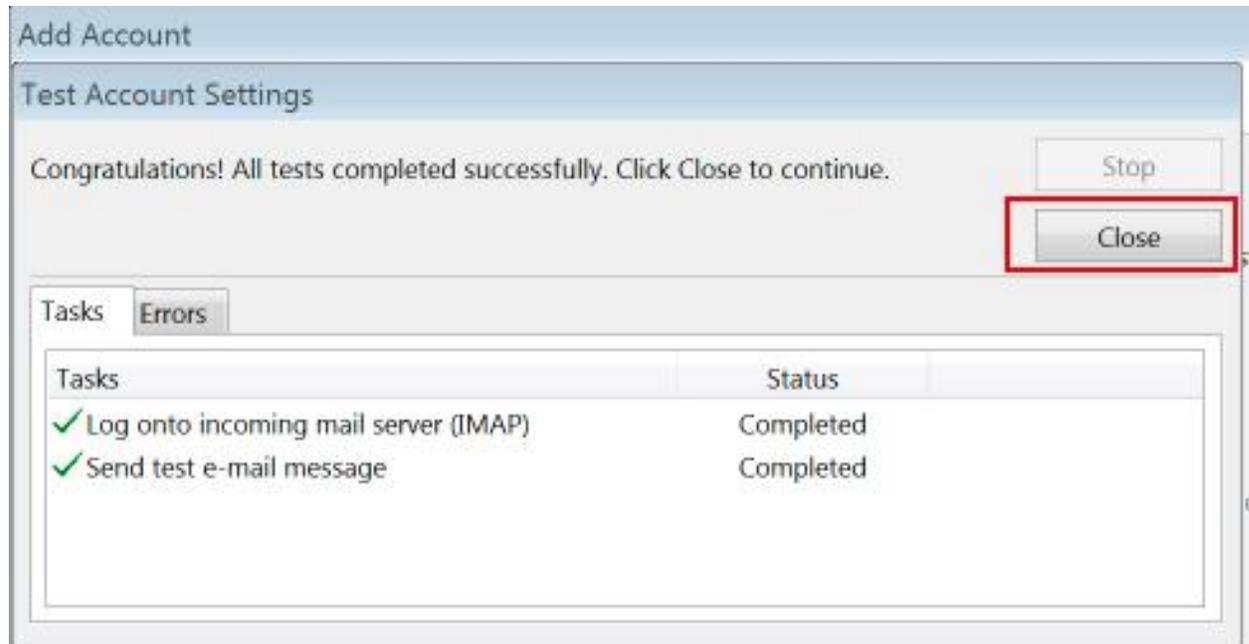   c) Click the **OK** button

11. Click **Next.**

In the Test Account Settings Window:

12. Click **Close** when tests are completed.

13. Click **Finish**.

IMPORTANT
1. Deleting Messages: In order to remove messages from the voicemail system entirely **you MUST empty your deleted items folder**. (Right-click on the Deleted Items folder and select Empty Folder.)
2. Moving Messages Out of Inbox: Only voice messages in your Inbox are available over the phone. Once a message is moved to another folder it is no longer available (retrievable) over the phone.

NOTE: The Outgoing mail server (SMTP) is to be used by Messaging only. Do not send emails using this account. To send emails, use your designated email account. To reply to voice messages, or to forward, use the Messaging Toolbar.

Optional: You can also add your voice messages mailbox as a favorite folder by performing the following steps:

1. In Outlook, click the mail folder.

2. To expand the folder, click the plus sign (+).

3. Right-click **Inbox**, and then select **Add to Favorite Folders**.