HOW TO SETUP CISCO VOIP PHONE VOICEMAIL IMAP MAILBOX IN OUTLOOK APPLICATION

1. From Outlook application, click on **Tools -> Account Settings**

2. In Account Settings wizard, click on **New** button
3. Under Choose E-mail Service, select “Microsoft Exchange, POP3, IMAP, or HTTP” and click Next

4. Under Auto Account Setup, check box “Manually configure server settings or additional server types” and click Next
5. Under Choose E-mail Service, select “Internet E-mail” and click Next

6. Type the user, server and logon information for the Internet E-mail Settings
   a. Your Name: First Name and Last Name (John Smith)
   b. E-mail Address: your network username@dounitycc (jsmith@dounitycc)
   c. Account Type: Click drop down arrow and select IMAP
   d. Incoming mail server: dounitycc.sjeccd.org
   e. Outgoing mail server (SMTP): webmail.sjeccd.org
   f. Username: network username
   g. Password: network password

7. Click More Settings button at the lower left hand corner to name the Mail Account
8. Enter Access VoIP VM and click OK

![Internet E-mail Settings window]

9. Back to the Internet E-mail Settings window, click Next and click Finish

![Change E-mail Account window]

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.
10. To check your voicemail via e-mail, expand “Access VoIP VM” mailbox

11. Click on Inbox, you will new unread voice messages shown in the Inbox

12. To forward the voicemail to other member in the District, double click on the voicemail message, click Forward, enter recipient name and click Send.