

## INSTRUCTIONS FOR RECEIVING VOICE MAIL IN GROUPWISE:

1. Start GroupWise
2. From the menu bar, click Accounts/Account Options
3. In the Accounts dialog
  - a. Ensure Mail is the active tab
  - b. Click Add
4. In the Create Account dialog
  - a. For Account name, type Voice Mail or whatever name you want the folder to be called
  - b. For Account type, choose IMAP4
  - c. Click Next
5. In the Create Internet Account dialog
  - a. For Incoming mail server (IMAP4), enter **vmail.uvsc.edu**
  - b. For Login name, enter your telephone extension (1234)
  - c. Outgoing mail server (SMTP) should fill in automatically with the correct information.
  - d. Leave E-Mail Address blank or have it match your extension without the @uvsc.edu.
  - e. Leave From name as it is automatically filled or left blank
  - f. Click Next
  - g. Make sure **Connect through my local area network (LAN)** is selected
  - h. Click Next
  - i. Using the Up, Down, Right, and Left buttons, move the folder to your preferred location in your folder list
  - j. Click Finish
6. In the Accounts dialog
  - a. Select the account you just created by clicking on it
  - b. Click properties
7. In the Voice Mail Properties dialog
  - a. Click on the Server tab
  - b. For Password, enter your voice mail password (PIN)
  - c. Click on the Advanced tab
  - d. Check the checkbox next to **Remove items from trash as they are deleted**
  - e. Uncheck the **Download headers only** and the **Download new items only** checkbox
  - f. Leave everything else as is
  - g. Click OK
8. In the Accounts dialog
  - a. Click Close
9. In the GroupWise main window
  - a. Click on the Voice Mail folder
  - b. After a few seconds or longer depending on amount of messages in the box, an Inbox folder is created under your Voice Mail folder
  - c. You may listen to your voice messages by opening the message and opening the attached sound file.
  - d. When you delete the e-mail message from the Inbox folder, it is permanently deleted.
10. To get new voicemail at anytime right click on the Voicemail or Inbox folder and choose Send/Retrieve from the popup menu