

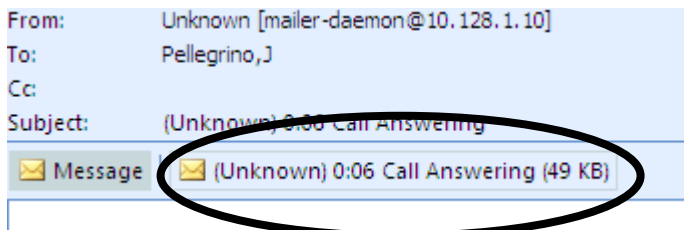
## ACCESSING YOUR VOICEMAIL THROUGH OUTLOOK

- Voicemails you receive on your phone will also appear in the inbox of outlook.
- The first example that says unknown is a call that comes in from outside the district.
- The second example is a call that comes in from someone in the district. You will see their extension number and name.
- You still have to go into your voicemail on your phone to delete the message or listen to the message to turn the message waiting message off.

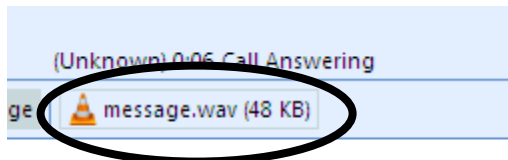
From	Subject	Received	Size	Categories
Date: Today				
Unknown	(Unknown) 0:06 Call Answering	Mon 3/28/2011 3:54 PM	51 KB	
Pellegrino, J	(2874) 0:05 Call from HBS Pellegr (2874)	Mon 3/28/2011 3:46 PM	44 KB	

If you wish to listen to the message through your speakers on your computer, or through a mobile device such as a iPhone

1. Open the message.
2. Open the attachment of the message



3. Click on the message.wav file



4. Your message will now play over the speakers of your computer.