



SETTING UP AURA VOICE MAIL TO EMAIL (Outlook 2010) – as of 2/2013

To set up your Aura Voicemail to Email you need to add an IMAP folder to our Outlook like we did with other pilots. Voice mail will be delivered into this folder instead of your regular Outlook in box.

NOTE: When using this feature, be aware that if you delete messages from either location (voice mail box from the phone or the IMAP folder you create with these instructions) the message is deleted from BOTH locations.

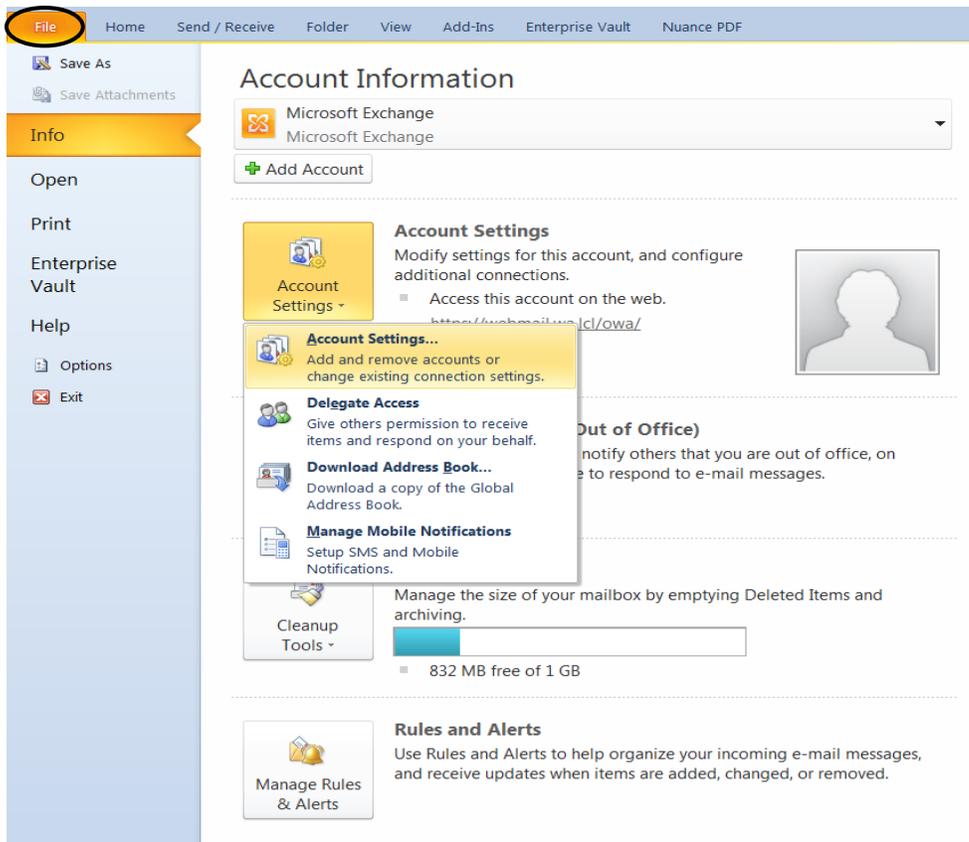
Configuring Outlook 2010

To configure Microsoft Office Outlook 2010, perform the following steps:

1. Start Outlook.
From the **File** menu:
Click **Account Settings, then Account Settings again....**
2. On the **Account Settings** tab:
Click **New**
3. On the **Add New Account** tab:
Click **Next**
4. On the **Add New Account/Auto Account Setup** tab:
Click **Manually configure server settings or additional server types**
Click **Next.**
5. On the **Add New Account/Choose Service** tab:
Internet E-mail box should be checked.
Click **Next.**
6. On the **Add New Account/Internet E-mail Settings** tab:
Populate the following:
Your Name box: type your **10 digit telephone number.**
E-mail Address box: type your **10digit telephone #@mss1-nrb.dis.wa.gov**
Account Type: Select **IMAP.**
Incoming mail server box: Type **147.55.144.6**
Outgoing mail server box: Type: **147.55.144.6**
User Name box: Type your **10 digit mailbox number.**
Password box: Type your **voice mailbox password.**
Uncheck the **Test Account Settings.**
Click **Next.**
Click **Finish.**
7. On the **Account Setting/E-mail Accounts** tab:
Highlight your **new IMAP folder, (10digit telephone #@mss1-nrb.dis.wa.gov)**
Click **Change.**
8. On the **Change Account** tab:
Uncheck **Test Account Settings.**
Click **More Settings.**

9. On the **Internet E-mail Settings/General** tab:
Change the **mail account name (10digit telephone#@mss1-nrb.dis.wa.gov)** to **Aura Voice Mail**.
Click the **Deleted Items** tab.
10. On the **Internet E-mail Settings/Deleted Items** tab:
Click **Mark items for deletion but do not move them automatically**.
Click **Purge items when switching folder while online**.
Click **OK**.
11. On the **Change Account/Internet E-mail Settings** tab:
Uncheck **Test account settings**.
Click **Next**.
12. On the **Change Account** tab:
Click **Finish**.
13. Leave yourself **a voice mail message**.
Verify the **message is delivered** into your new "Aura Voice Mail" folder.
Set up **complete**.

Step 1: Start Outlook.

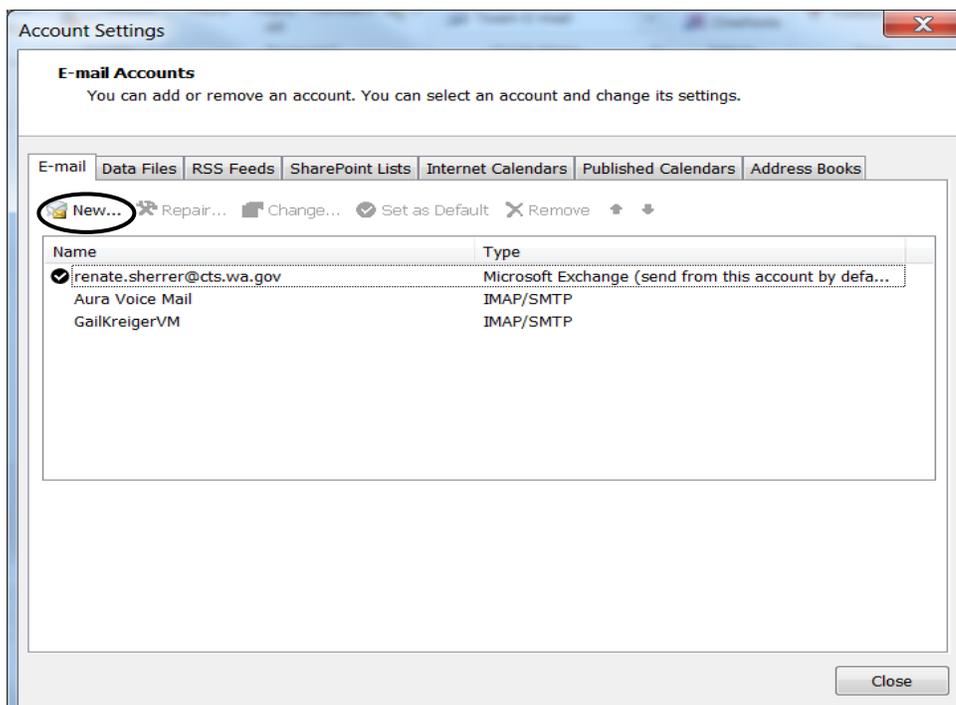


Click the **File** menu.

Click **Account Settings**.

Click **Account settings** again.

Step 2: On the **Account Settings** tab:



Click **New**.

Step 3:

On the **Add New Account** tab:

Add New Account

Choose Service

E-mail Account
Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.
Fax Mail Transport

< Back Next > Cancel

E-Mail Account should be checked.

Click **Next**.

Step 4:

On the **Add New Account/Auto Account Setup** tab:

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

Add New Account/Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

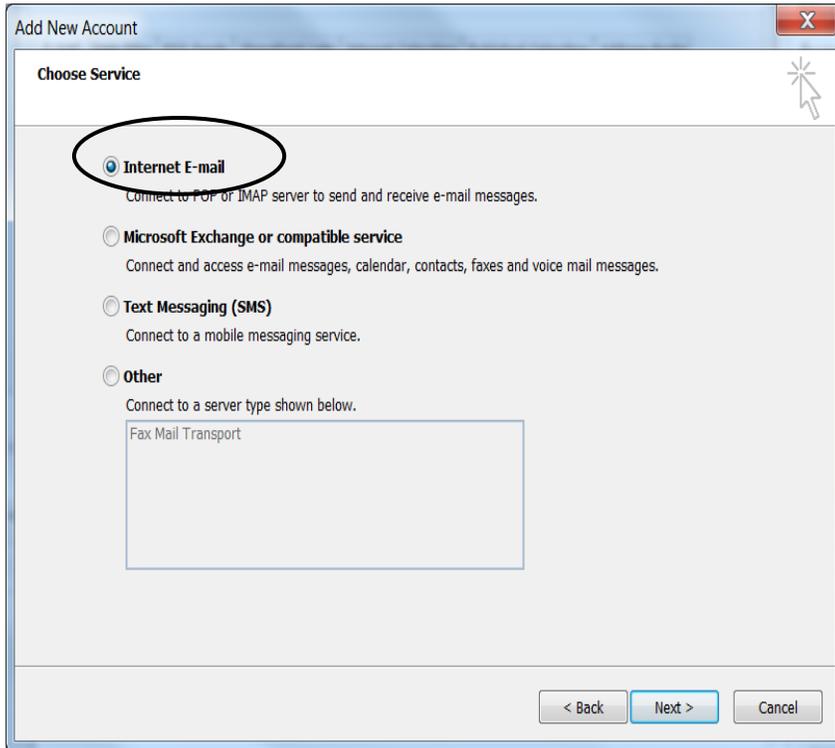
< Back Next > Cancel

Click **Manually configure server settings or additional server types**

Click **Next**.

Step 5:

On the **Add New Account/Choose Service** tab:



Internet E-mail button should be checked.

Click **Next**.

Step 6:

On the **Add New Account/ Internet E-mail Settings** tab:

The screenshot shows the 'Add New Account' dialog box in Outlook. The 'Internet E-mail Settings' tab is selected, and the 'Test Account Settings' checkbox is unchecked. The 'Remember password' checkbox is checked. The 'More Settings...' button is visible at the bottom right.

User Information

Your Name: 3609022059

E-mail Address: j22059@mss1-nrb.dis.wa.gov

Server Information

Account Type: IMAP

Incoming mail server: 147.55.144.6

Outgoing mail server (SMTP): 147.55.144.6

Logon Information

User Name: 3609022059

Password: ****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

Populate the following:

Your Name: **10 digit telephone number**

Email Address; **10digit telephone#@mss1-nrb.dis.wa.gov**

Account Type: **IMAP**

Incoming Server: **147.55.144.6**

Outgoing mail Server(SMTP): **147.55.144.6**

User Name: **Your 10 digit Aura mailbox number i.e. 360xxxxxxx (3604078742).**

Password: **Your PIN/Password for your Aura Voice Mail box**

Check the **remember password box**

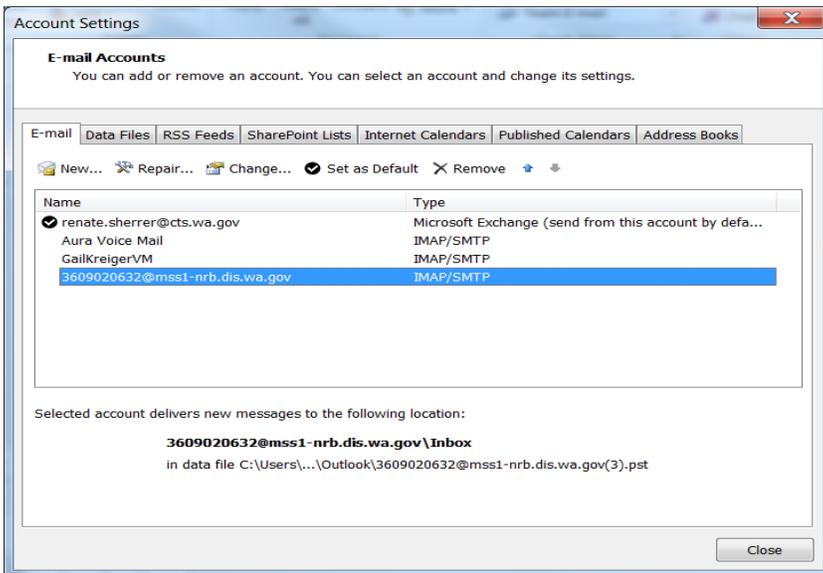
Uncheck the **Test Account Settings**

Click **Next**

Click **Finish**

Step 7:

On the **Account Settings/E-mail Accounts** tab:

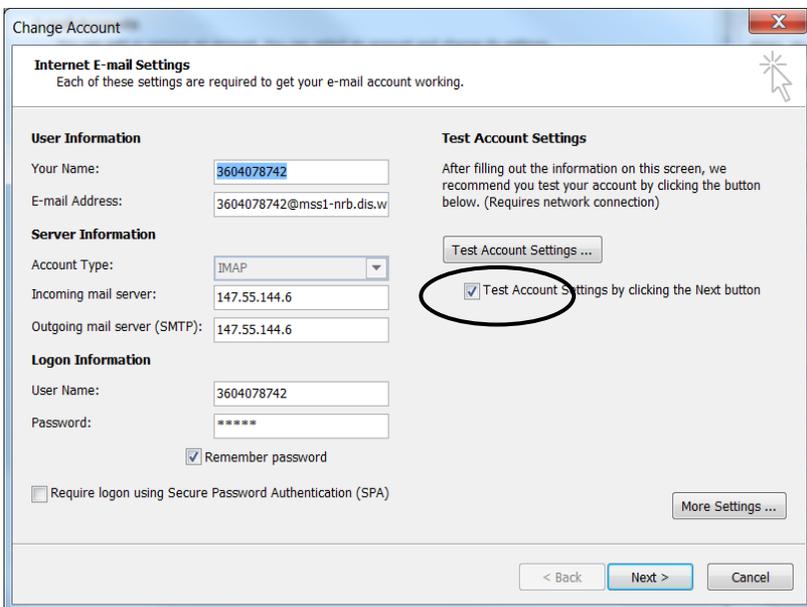


Highlight **your new IMAP folder**
(10digit Telephone#@mss1-nrb.dis.wa.gov)

Click **Change**

Step 8:

On the **Change Account** tab:

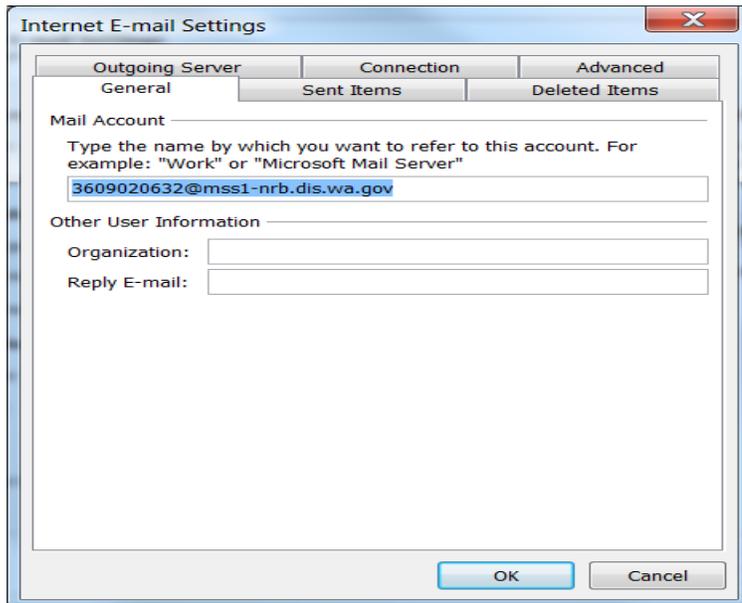


Uncheck **Test Account Settings**.

Click **More Settings**.

Step 9:

On the **Internet E-mail Settings/General** tab:



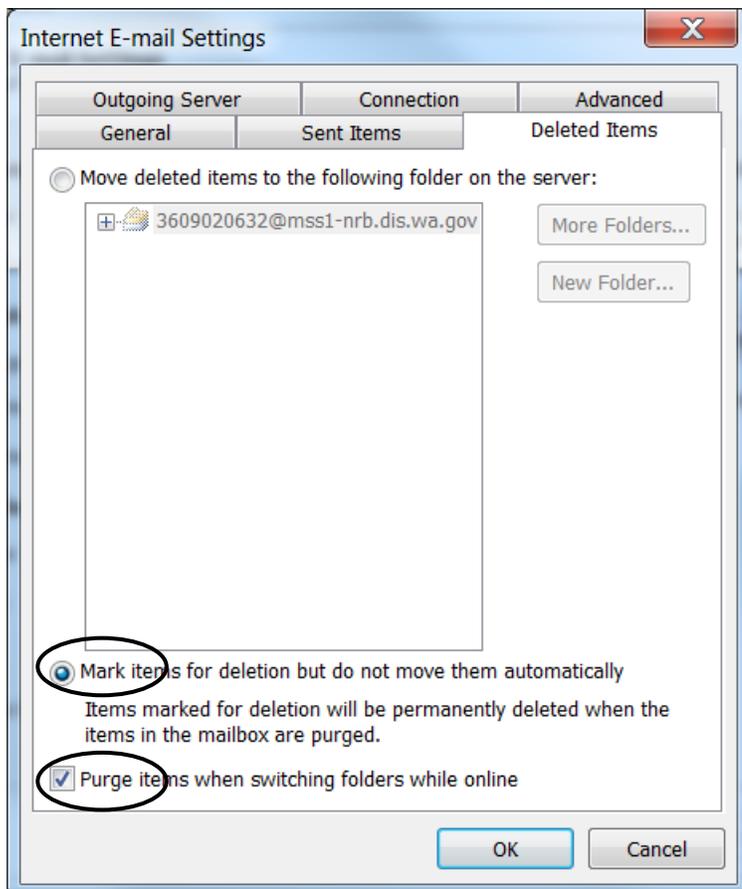
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field contains the email address '3609020632@mss1-nrb.dis.wa.gov'. Below it, there are fields for 'Organization' and 'Reply E-mail'. At the bottom, there are 'OK' and 'Cancel' buttons.

Change the mail account, 10digit#@mss1-nrb.dis.wa.gov to **Aura Voice Mail**

Click the **Deleted Items** tab.

Step 10:

On the **Internet E-mail Settings/Deleted Items** tab:



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Deleted Items' tab selected. The 'Move deleted items to the following folder on the server:' section shows a list with the email address '3609020632@mss1-nrb.dis.wa.gov'. Below this, there are two radio buttons: 'Mark items for deletion but do not move them automatically' (which is selected and circled) and 'Purge items when switching folders while online' (which is also checked and circled). There are also 'More Folders...' and 'New Folder...' buttons. At the bottom, there are 'OK' and 'Cancel' buttons.

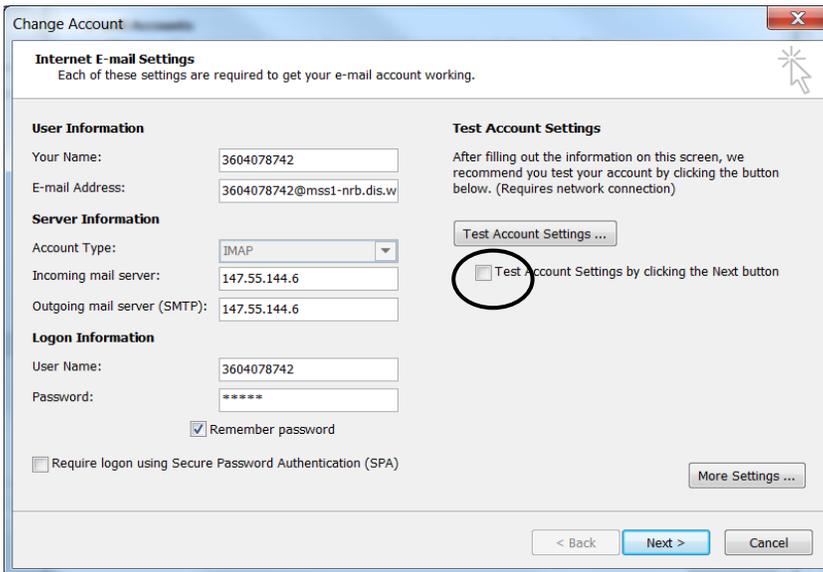
Click **Mark items for deletion but do not move them automatically.**

Click **Purge items when switching folder while online.**

Click **OK**

Step 11:

On the **Change Account/Internet E-mail Settings** tab:



Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: 3604078742
E-mail Address: 3604078742@mss1-nrb.dis.w

Server Information
Account Type: IMAP
Incoming mail server: 147.55.144.6
Outgoing mail server (SMTP): 147.55.144.6

Logon Information
User Name: 3604078742
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

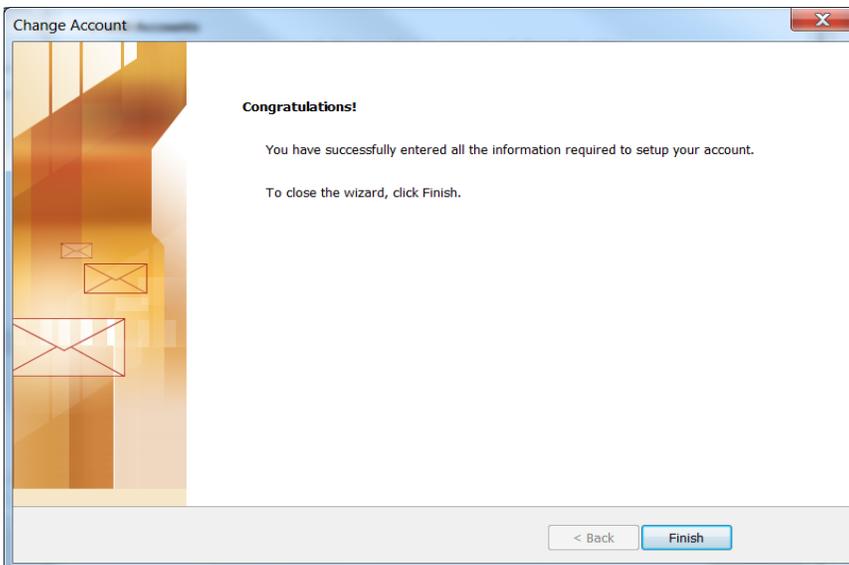
< Back Next > Cancel

Uncheck **Test account settings**.

Click **Next**.

Step 12:

On the **Change Account** tab:



Change Account

Congratulations!

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

To close the wizard, click Finish.

< Back Finish

Click **Finish**.

Step 13:

Leave yourself a **voice mail message**.

Verify the **message is delivered** into your new "Aura Voice Mail" folder.

Set up **complete**.