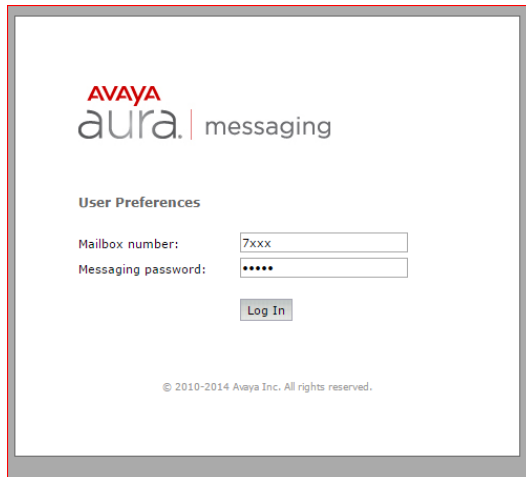


Setting up Notify Me in AAM – Avaya Aura Messaging

1. Log in to the user interface at <https://voicemail1.wtps.org:7443/user/login> with your extension and voicemail password

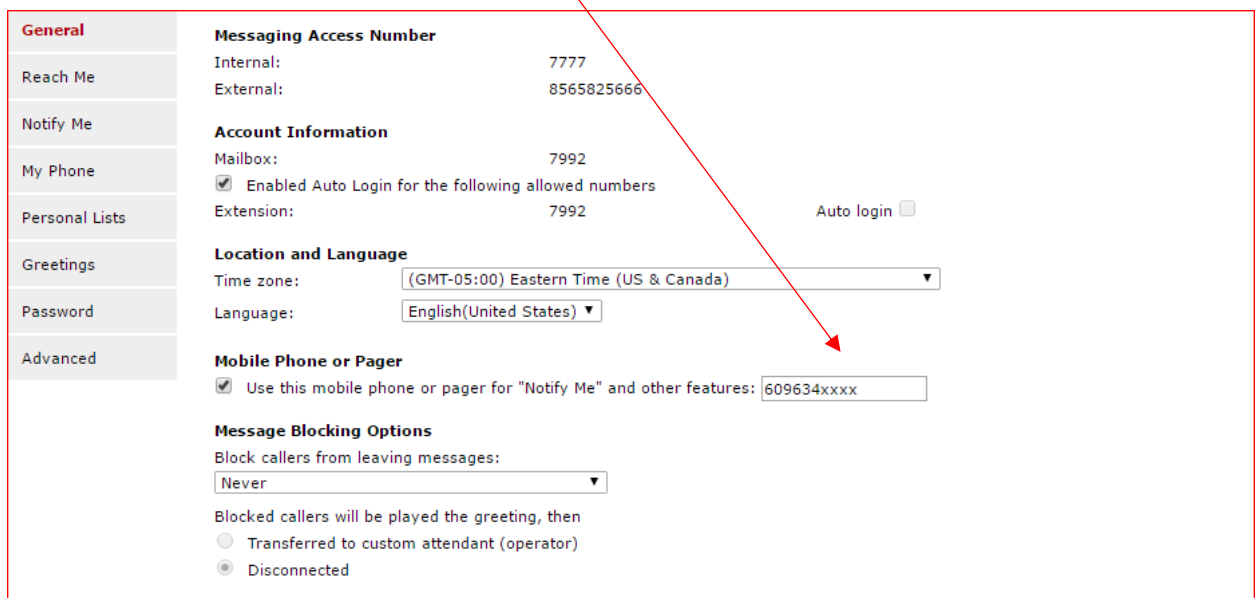


The image shows the Avaya Aura Messaging user interface for logging in. At the top, the logo reads "AVAYA aura. | messaging". Below this, the section is titled "User Preferences". It contains two input fields: "Mailbox number:" with the value "7xxx" and "Messaging password:" with masked characters "*****". A "Log In" button is positioned below the password field. At the bottom of the page, a small copyright notice states "© 2010-2014 Avaya Inc. All rights reserved."

You can set up your account to send a notification to your Outlook account when you receive a voicemail message. The email will come from "Avaya Aura Messaging" and the subject will be "Voice Message from"

You can also set up your voicemail to notify you with a text message to your cell phone, along w/a link to dial directly into your voicemail account.

2. On the general tab, enter your cell phone number if you would like to be notified by text or a phone call when you have a voicemail message



The image displays the "General" settings page in the Avaya Aura Messaging user interface. A red arrow points from the instruction in step 2 to the "Mobile Phone or Pager" field. The page is divided into a left sidebar with tabs: "General" (selected), "Reach Me", "Notify Me", "My Phone", "Personal Lists", "Greetings", "Password", and "Advanced". The main content area includes sections for "Messaging Access Number" (Internal: 7777, External: 8565825666), "Account Information" (Mailbox: 7992, Extension: 7992, with an "Auto login" checkbox), "Location and Language" (Time zone: (GMT-05:00) Eastern Time (US & Canada), Language: English(United States)), and "Mobile Phone or Pager" (checked, with field value 609634xxxx). The "Message Blocking Options" section shows "Block callers from leaving messages:" set to "Never", with radio buttons for "Transferred to custom attendant (operator)" and "Disconnected".

3. On the Notify Me tab, fill out the required information (cell provider) for phone notification (a phone call or a text)

Here you can set up the notification to your Outlook account

Notify Me

You have updated your preferences.

Phone Notifications

☒ Notify me when a new voice message arrives

☒ With a text message or page to: 6096343495
Mobile provider: Sprint PCS

☐ Only for important messages

Voice Email Notifications

☒ Email me a notification for each voice message

☐ Custom subject:

☒ Default subject

To email addresses:

☐ Include the recording

☐ Only for important messages

Fax Email Notifications

☐ Email me a notification for each fax message sent

To email addresses:

4. On the Greetings tab, you can pre-record and manage multiple greetings

My Phone

Personal Lists

Greetings

Password

Advanced

Description Play Record Active Enable Expiry Expiration Date/Time

Personal ☒ ☒ ☒ ☒ ☒ Aug 23, 2016 7 00 PM

Extended Absence N/A ☐ ☐ ☐ ☐ Aug 23, 2016 7 00 PM

Optional Greetings

Greeting number	Description	Play	Record	Active	All/ Internal/ External	All/ Office Hours/ Out of Office Hours	All/ Busy/ No Answer
2	OUT OF THE OFFICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All	All	All
4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
6		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
8		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
1	Vacation Sept 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
3	Holiday 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All
7	In Service 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All	All	All