

SpectrumVoIP™

Stratus – Voicemail To Email



With Stratus, you can get email notifications when you receive a voicemail.

Voicemail to Email for Office Managers

Users with the Office Manager user scope are able to adjust the Email Notification settings for Users on their own account.

1. Click on Users Button.



Users

2. Click the name of the user you want to update the email notifications settings for. You can use the search field in the top left to quickly find the user you are wanting to update
3. Under the Profile Tab, make sure that the user has a valid email address. This is where voicemail notifications for this user will be sent. You can add multiple email addresses by clicking the green plus button next to the input field. If you made any adjustments, be sure to **Save**

Change Account Security

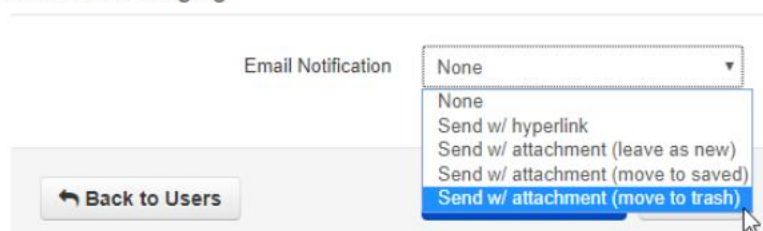
Email Address(es) +

4. Under the Voicemail Tab, find Unified Messaging at the bottom of the page.

Adjust your voicemail to email settings. Choices are:

- None = no emails when voicemail is left. This is the default option
- Send w/ Hyperlink = system sends an email to this user with a link to the voicemail
- Send w/ Attachment (storage option) = system sends an email to this user with the audio file of the message attached as a .wav file. The storage option lets this user leave messages in his inbox as new, move to saved, or move to trash.

Unified Messaging



5. Click Save



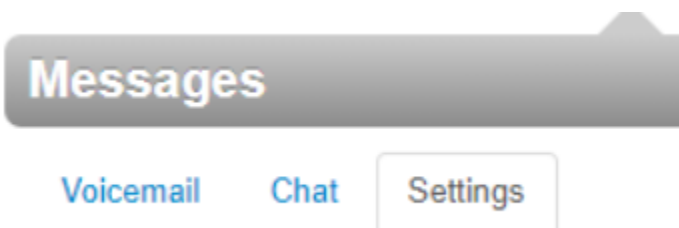
Voicemail To Email for Basic User

Basic Users can update their own Voicemail to Emails settings only. They will not be able to search by Users to make adjustments to anyone besides themselves.

1. Log in to the Stratus Portal as their own user
2. Click on your Name in the Top Right Corner of the screen. A Drop down menu will appear. Click **Profile**.
3. In the Profile window, update the **Email Address** field. This is where voicemail notifications for this user will be sent. You can add multiple email addresses by clicking the green plus button next to the input field. If you made any adjustments, be sure to **Save**.
4. Click on the **Messages** Button



5. Click on the Settings Tab



6. Find Unified Messaging at the bottom of the page. Adjust your voicemail to email settings. Choices are:
 - **None** = no emails when voicemail is left. This is the default option
 - **Send w/ Hyperlink** = system sends an email to this user with a link to the voicemail
 - **Send w/ Attachment (storage option)** = system sends an email to this user with the audio file of the message attached as a .wav file. The storage option lets this user leave messages in his inbox as new, move to saved, or move to trash.