

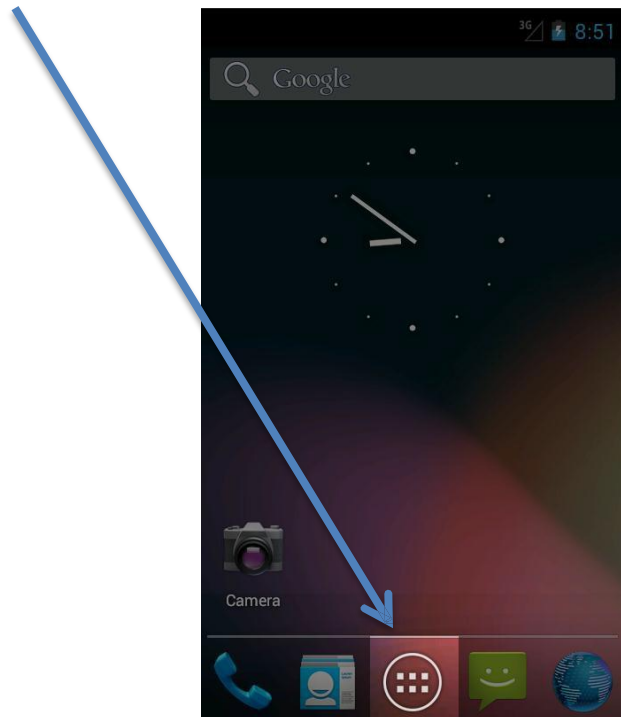
Setting up a Voicemail Email Account on Your Android Device (Jelly Bean v4.1):



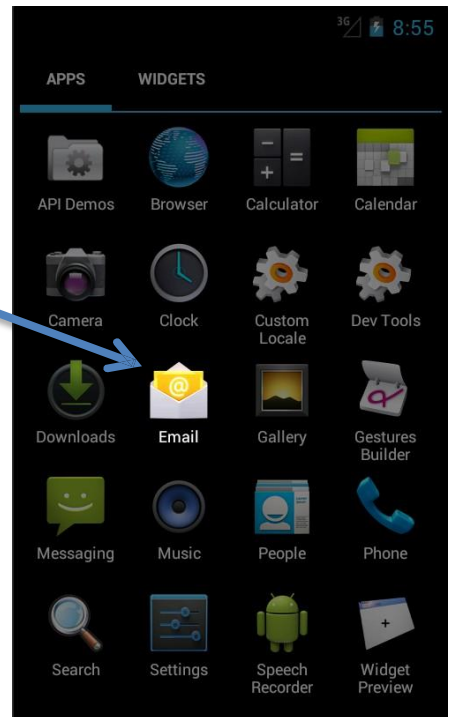
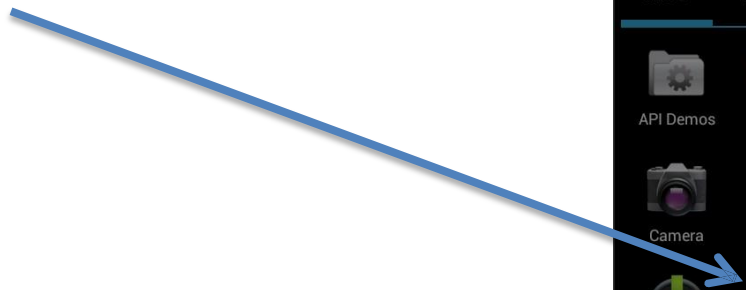
Voicemail passwords expire yearly and are reset from your Avaya phone. When resetting/changing this password, turn off ALL devices (including mobile phones) that connect to your Unified Messaging voicemail account or ensure all email clients are not running (e.g., Outlook, Android Mail, iOS Mail, Mac Mail, etc.). After you've changed your voicemail password, then start each device one at a time, open your email client, and input the correct password.

Email clients left running while changing your voicemail password will use the former, incorrect password, causing you to be locked out of your voicemail. If this happens, call 1-6780 to unlock your account.

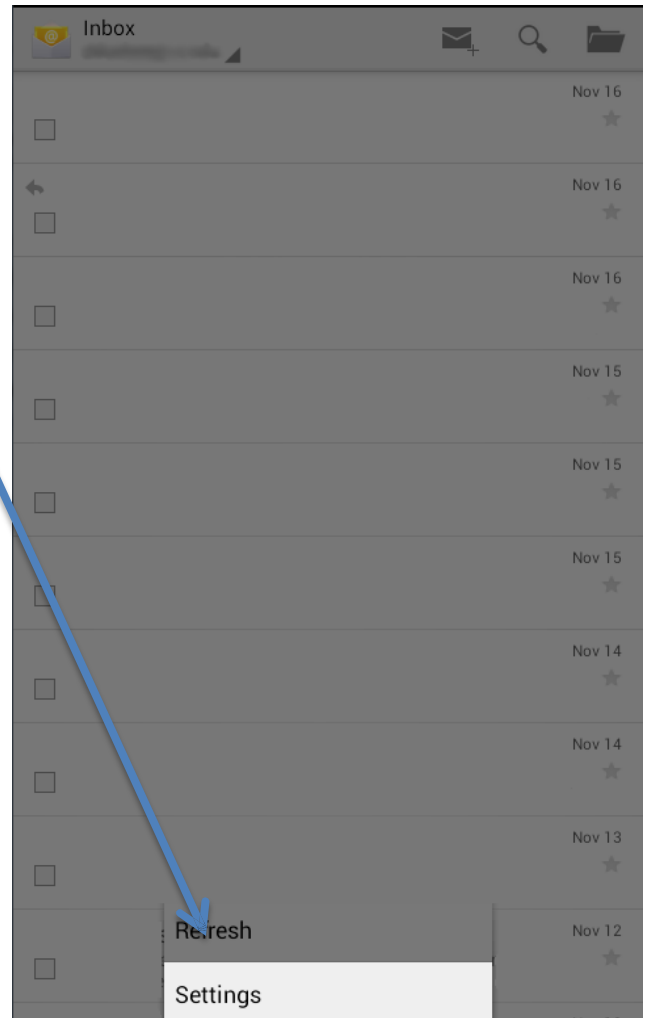
1. Set up voicemail on your phone and ensure that you set your voicemail password so that it's different from the default password used to set up voicemail the first time.
2. From the main window, select the **Applications** button.



3. Select **Email**.



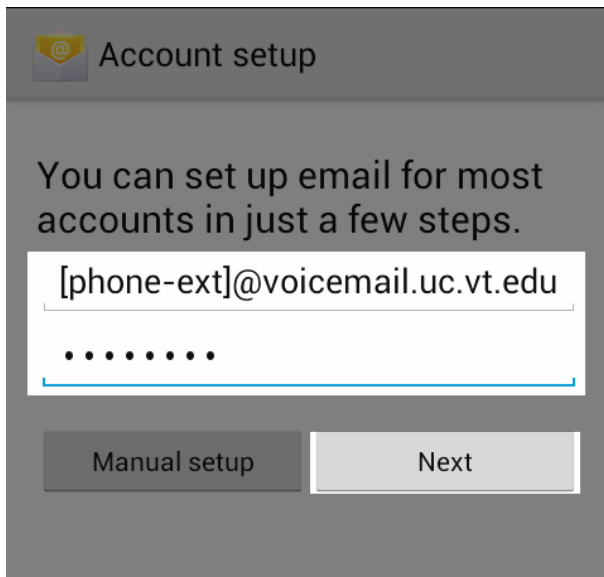
4. Follow the directions based on whether you already have another email account set up:
- If you do not have another email account set up on your device, skip to step 4.
 - If you have set up a previous email account on your device:
 - i. You will see the inbox of your current email account. Press the **Menu** key.
 - ii. Select the **Settings** button.



iii. Select the **Add Account** button.

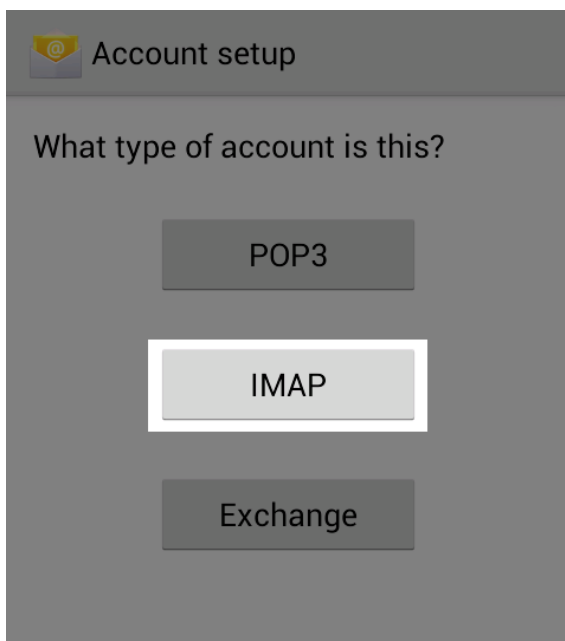


5. In the **E-mail Address** text box, enter your 5-digit phone extension followed by @voicemail.uc.vt.edu. An example email address would be 12345@voicemail.uc.vt.edu.



The screenshot shows the 'Account setup' screen. At the top, there is a header with an '@' icon and the text 'Account setup'. Below the header, the text reads 'You can set up email for most accounts in just a few steps.' Underneath this text is a text input field containing the placeholder '[phone-ext]@voicemail.uc.vt.edu'. Below the input field is a row of seven dots, indicating a password field. At the bottom of the screen, there are two buttons: 'Manual setup' on the left and 'Next' on the right.

6. In the **Password** text box, enter the password you created when you set up your voicemail password.
7. Select **Next**.
8. Select **IMAP**.



The screenshot shows the 'Account setup' screen. At the top, there is a header with an '@' icon and the text 'Account setup'. Below the header, the text reads 'What type of account is this?'. Underneath this text are three buttons: 'POP3', 'IMAP', and 'Exchange'. The 'IMAP' button is highlighted with a white border, indicating it is the selected option.

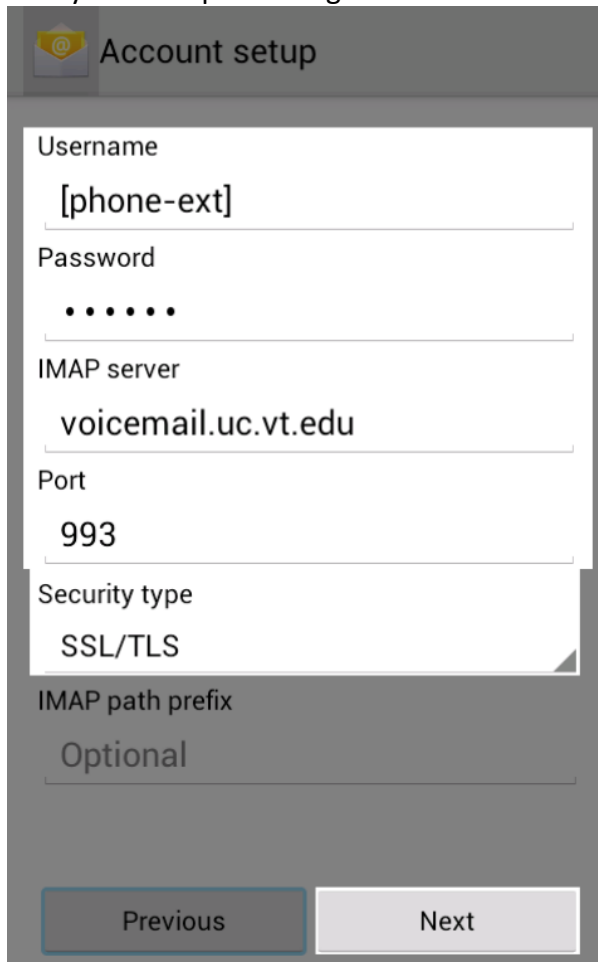
9. Configure the incoming email configuration:
- In the **Username** text box, enter your 5-digit phone extension. An example phone extension would be 12345.

Note: You will need to delete “@voicemail.uc.vt.edu” from the end of the username.

- In the **IMAP server** text box, enter **voicemail.uc.vt.edu**.

Note: You will need to delete “.imap” from the beginning of the IMAP server name.

- From the **Security** type drop-down list, select **SSL/TLS**.
- Verify that the port changed to **993**



The screenshot shows a dialog box titled "Account setup" with a yellow shield icon. It contains several input fields and a dropdown menu:

- Username:** [phone-ext]
- Password:** [masked with dots]
- IMAP server:** voicemail.uc.vt.edu
- Port:** 993
- Security type:** SSL/TLS (selected in a dropdown menu)
- IMAP path prefix:** Optional

At the bottom, there are two buttons: "Previous" (highlighted with a blue border) and "Next" (disabled).

- Scroll down and select **Next**.

10. Configure the outgoing email configuration:
 - a. In the **SMTP server** text box, enter **smtp.vt.edu**
 - b. In the **Port** text box, enter **25**
 - c. From the **Security type** drop-down list, select **None**.
 - d. Clear the **Require sign-in** check box.

SMTP server

smtp.vt.edu

Port

25

Security type

None

Require sign-in.

- e. Select **Next**.

11. Configure additional settings for the account:

- a. From the **Inbox checking frequency** drop-down list, select how often you want to check the server for email.
- b. Verify that the **Send email from this account by default** check box is cleared.
- c. Verify that there is a check in the **Sync email from this account** check box.
- d. Verify that there is a check in the **Automatically download attachments when connected to Wi-Fi** check box.
- e. Select **Next**.

Inbox checking frequency

Every 15 minutes

Send email from this account by default.

Notify me when email arrives.

Sync email from this account.

Automatically download attachments when connected to Wi-Fi

Previous Next

12. In the **Your name (displayed on outgoing messages)** text box, enter your name (note that you will not actually be sending messages from this account).

Account setup

Your account is set up, and email is on its way!

Give this account a name (optional)

17369@voicemail.uc.vt.edu

Your name (displayed on outgoing messages)

Test

Next

13. Select **Next**.

14. You should now be in your new email account. To confirm that you have set up the email account correctly, call your phone or have a coworker call and leave a voicemail. Within a couple of minutes (typically 20-30 seconds), the voicemail should show up in your new email account. Note that you may need to select **Load more messages** to check for new email.

