AAM Web Interface
User Preferences Cheat Sheet

Step 1 - Start Internet Explorer or browser

Step 2 - https://umt-aam.telecom.umt.edu:10100/

Step 3 - Enter your mailbox number and password

Step 4 - Click Login

On the left there are 8 tabs to review or modify

General

Page 1 of 6
User Preferences

General

The mobile phone number length does not match the required number of digits; text notifications will not be delivered. Required number of digits for chosen mobile provider: 10

Messaging Access Number
Internal: 5987
External: 406245987

Account Information
Mailbox: 5911
Extension: 5911

Location and Language
Time zone: (GMT-07:00) Mountain Time (US & Canada)
Language: Choose One

Mobile Phone or Pager
☑️ Use this mobile phone or pager for “Notify Me” and other features: 3107577390

Message Blocking Options
Block callers from leaving messages:
Never

Blocked callers will be played the greeting, then:
☑️ Transferred to custom attendant (operator)
☐ Disconnected

Fax
☐ Forward incoming fax messages to:
Transmitting subscriber ID for outgoing fax messages: 406245987

Play On Phone
When playing a voice message in Outlook using “Play on Phone”:
☐ Always use this phone: extension 5911
☑️ Ask me every time which phone to use

Attendant
When callers press “0” during my greeting, forward to:
☐ Default attendant (operator)
☑️ Personal attendant/assistant: 5502

Save
My Phone

User Preferences

My Phone

Auto Play
☐ Auto play messages

Message Playback Order
When reviewing voice messages using the phone:
For all messages: ○ Play newest first
☐ Play oldest first
☒ Play important messages first
☐ Play all messages before others

Message Playback Speed
Default speed level for playing back messages: 100% of normal speed

Voice Recognition for Addressing
When addressing a new voice message, let me select recipients:
☒ Using voice or keypad
☐ Using keypad only

Save

Personal List

User Preferences

Personal Lists

Personal Lists
Use personal distribution lists to send voice messages to multiple recipients.
Personal list: Choose One

List name: 
List number: Choose One

Members:
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New member (mailbox): 

Add

Save Cancel
Greetings

User Preferences
Greetings

<table>
<thead>
<tr>
<th>Names</th>
<th>Description</th>
<th>Play</th>
<th>Record</th>
<th>Active</th>
<th>Disable Expiry</th>
<th>Expiration Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recorded Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Standard Greetings

<table>
<thead>
<tr>
<th>Description</th>
<th>Play</th>
<th>Record</th>
<th>Active</th>
<th>Disable Expiry</th>
<th>Expiration Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Absence</td>
<td>N/A</td>
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</table>

Optional Greetings

<table>
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<tr>
<th>Greeting number</th>
<th>Description</th>
<th>Play</th>
<th>Record</th>
<th>Active</th>
<th>All/ Internal/ External</th>
<th>All/ Office Hours/ Out of Office Hours</th>
<th>All/ Busy/ No Answer</th>
</tr>
</thead>
<tbody>
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</tr>
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</tr>
<tr>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

Optional Greeting Rules

Password

User Preferences
Password

Messaging Password
Change the password for voice messaging.

New password: [Field]
(5-15 digits)

Confirm new password: [Field]

Change

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Advanced

Advanced Tasks
The Advanced User Preferences screen allows you to reset the association between your Messaging mailbox and your email identity. Select Clear to clear the association between your Messaging mailbox and your email identity.

Note
You will be prompted for your mailbox number the next time you use Play on Phone.