Configuring email-enabled voicemail on Mac Mail

1. Open Mac Mail.
2. Select Mail from the menu bar and then click Add Account
3. Select Add Other Mail Account and click the Continue button.

4. Complete the fields in the Add a Mail Account box as shown below:
   a. Full name: Voicemail (or whatever makes sense... this will be the label on the inbox for voice messages).
   b. Email address: Your email address (first.lastname@umontana.edu)
   c. Password: Your VOICEMAIL password (PIN)

5. Click the Create button.
   The same box will appear with a message: Account must be manually configured

6. Click the Next button.
7. Complete the fields in the Incoming Mail Server Info box as shown below:
   a. Select IMAP.
   b. Mail Server: umt-aam.telecom.umt.edu
   c. User Name: your four-digit voice mailbox number
   d. Password: your voice mailbox password
8. Click the Next button.

9. In the **Outgoing Mail Server Info box** complete as shown below:
   a. Mail Server: umt-aam.telecom.umt.edu
   b. User Name: your four-digit voice mailbox number
   c. Password: your voicemail password

![Outgoing Mail Server Info](image)

10. Click the Create button.

Once the account is created you will be able to highlight the name or phone number on the message, and a media control will be available for basic audio controls.

![Message Example](image)

**IMPORTANT**

1. Deleting Messages: In order to remove messages from the voicemail system entirely **you MUST empty your deleted items folder**. (Right-click on the Deleted Items folder and select Empty Folder.)

2. Moving Messages Out of Inbox: Only voice messages in your Inbox are available over the phone. Once a message is moved to another folder it is no longer available (retrievable) over the phone.