Configuring Avaya Aura Messaging on Outlook 2013


2. Click the File tab, click Info and then click Add Account.

The Auto Account Setup dialog box is displayed.
3. Select **Manual setup or additional server types** and click **Next**.

   *The Choose Service dialog box is displayed.*

4. Select **POP or IMAP** and click **Next**.

   *The POP and IMAP Account Settings dialog box is displayed.*
5. Complete the fields in the POP and IMAP Account Settings as shown below (or in image above).

<table>
<thead>
<tr>
<th>FIELD</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
<td>John Doe</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:john.doe@umontana.edu">john.doe@umontana.edu</a></td>
</tr>
<tr>
<td>Account Type:</td>
<td>IMAP</td>
</tr>
<tr>
<td>Incoming mail server:</td>
<td>umt-aam.telecom.umt.edu</td>
</tr>
<tr>
<td>Outgoing mail server:</td>
<td>umt-aam.telecom.umt.edu</td>
</tr>
<tr>
<td>User Name:</td>
<td>Your 4-digit mailbox number: e.g. 1234</td>
</tr>
<tr>
<td>Password:</td>
<td>Your voicemail password (PIN) (the one used to access voicemail on your phone)</td>
</tr>
</tbody>
</table>

6. Click the **More Settings** button.

7. On the **General** Tab, replace the default name for the mail account with Voicemail Messages or a similar designation to indicate this is your voicemail messages mailbox.
8. Click the **Advanced** tab. Select **Auto** for **Use the following type of encrypted connection** for both Incoming and Outgoing servers.

![Internet E-mail Settings](image)

9. Click the **Outgoing Server** Tab.

   a) Check the box next to **My outgoing server (SMTP) requires authentication**.
   b) Select **Use the same settings as my incoming mail server**.
   c) Click the **OK** button

![Internet E-mail Settings](image)
10. Click **Next**.

**In the Test Account Settings Window:**

![Test Account Settings Window]

11. Click **Close** when tests are completed.

![Test Account Settings Complete]

12. Click **Finish**.
**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.

**NOTE:** The Outgoing mail server (SMTP) is to be used by Messaging only. Do not send emails using this account. To send emails, use your designated email account.

**Optional:** You can also add your voice messages mailbox as a favorite folder by performing the following steps:

1. In Outlook, click the mail folder.
2. To expand the folder, click the plus sign (+).
3. Right-click **Inbox**, and then select **Add to Favorite Folders**.