With ViewMail you can receive and listen to voice messages from your Outlook Inbox. ViewMail works the same way as an Outlook e-mail message. The Media Master control bar in ViewMail enables you to playback voice messages. To setup ViewMail, you must perform a one-time installation of ViewMail on your computer. To start the installation process, log into your computer at the College, click on the following link [ViewMail] and select "Run this program from its current location". The ViewMail for Outlook Setup program will walk you through the installation procedure. Once the installation process is completed, you will begin to receive voice messages in your Outlook Inbox. For the first voice message, you will need to configure the settings. To do so, double-click on the voice message and following the directions below.

Computers with speakers

Step 1: Click on the down arrow and select Playback Devices and VIA Audio.

Computers without speakers

Step 1: Click on the down arrow and select Playback Devices and Phone.
Step 2: The Phone Record and Playback Settings dialog box will appear requesting your extension and server. For extension, type your last four digits of your office number. For server, type in North-um1.

You have completed the configuration of your settings and are now ready to playback your voice messages from your Outlook Inbox.

To Play Voice Messages

Click on the right arrow to play the voice message for computers with speakers. For computers without speakers, click on the right arrow to send the message to your phone. When your phone rings, you can choose to listen to the message by either picking up the handset or pressing the speaker button.

If you are in need of further assistance, contact ECC's Helpdesk at ext. 1835. In the case of a busy signal, please leave a voice message. Calls are being processed in a timely fashion.