ITC Cloud Voicemail to Email for User

Step 1: Login ITC Cloud Manager Portal

- Select Users Tab

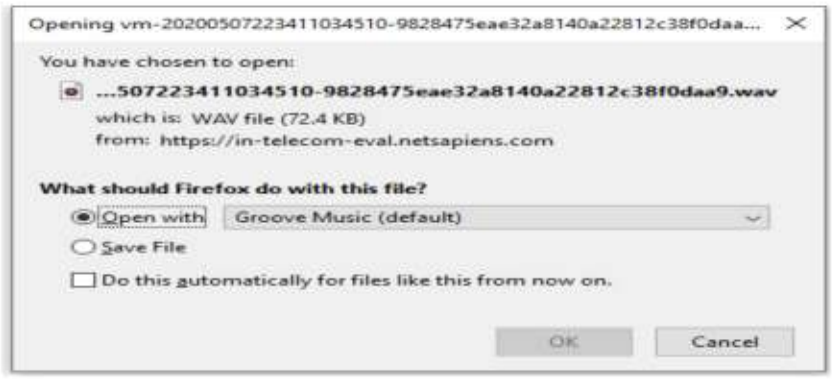
- Select Username
- Select Voicemail

ITC Cloud Voicemail to Email Options

➢ **Option 1 Send with Hyperlink**

- Under Unified Messaging Change Email Notification to: Send with Hyperlink
- Select Save

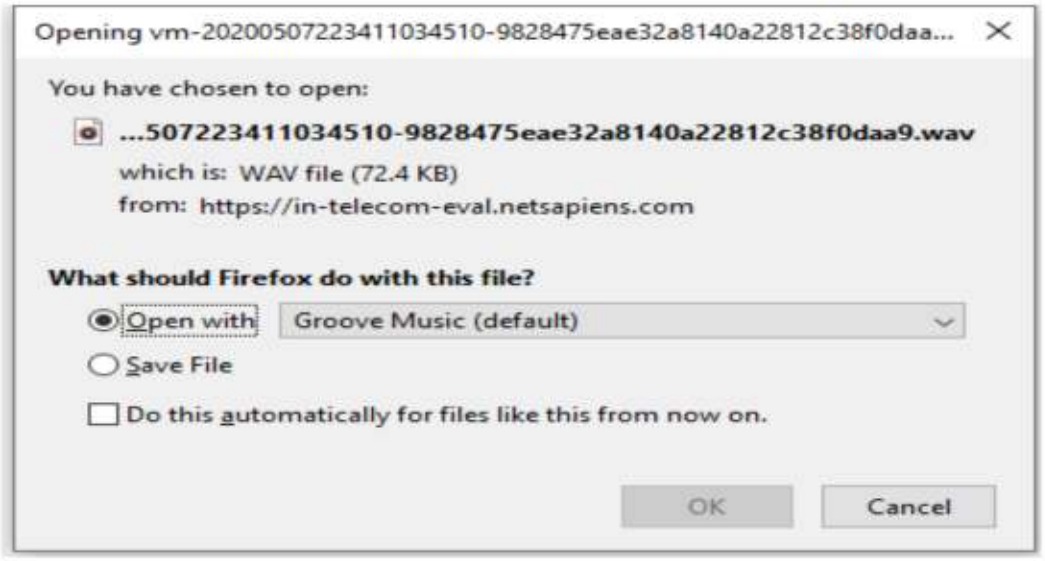
- System Emails New Voicemail Notification
- Select Listen
- Select Open with or Save File



- ➢ **Option 2 Send with Brief Hyperlink**
- Under Unified Messaging Change Email Notification to: Send with Brief Hyperlink
- Select Save

- System Emails Voicemail Notification Link
- Select Link

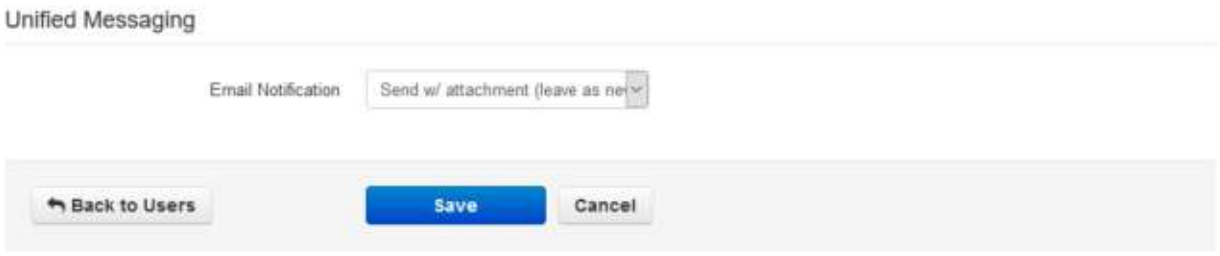
- Select Open or Save File



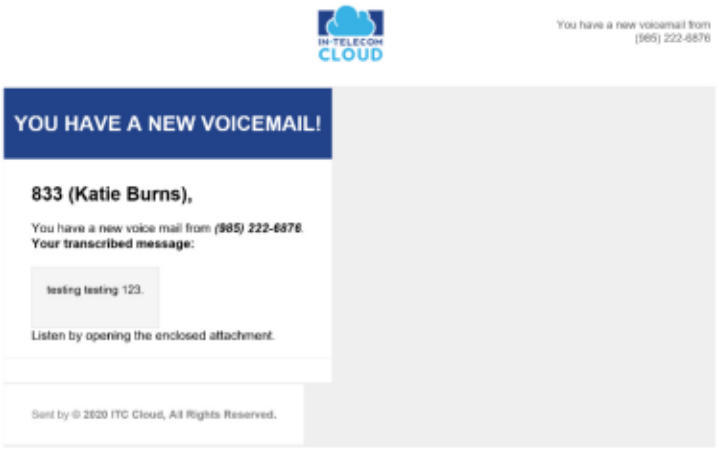
- Listen to Message

➢ **Option 3 Send with Attachment (Leave as New)**

- Under Unified Messaging Change Email Notification to: Send with Attachment (Leave as New)
- Select Save

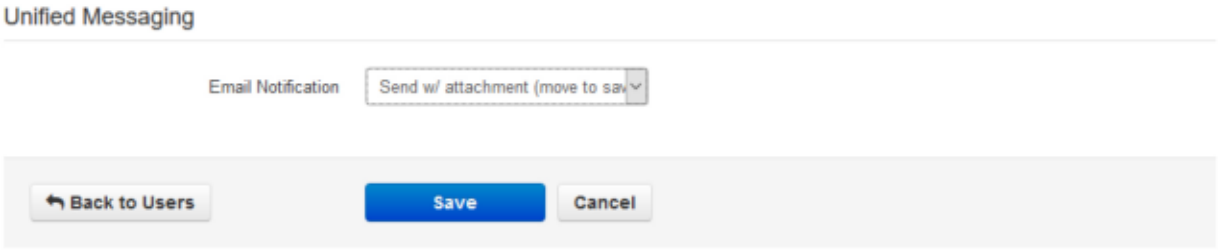


- System will Email Voicemail File
- Select Attachment
- Listen to Message

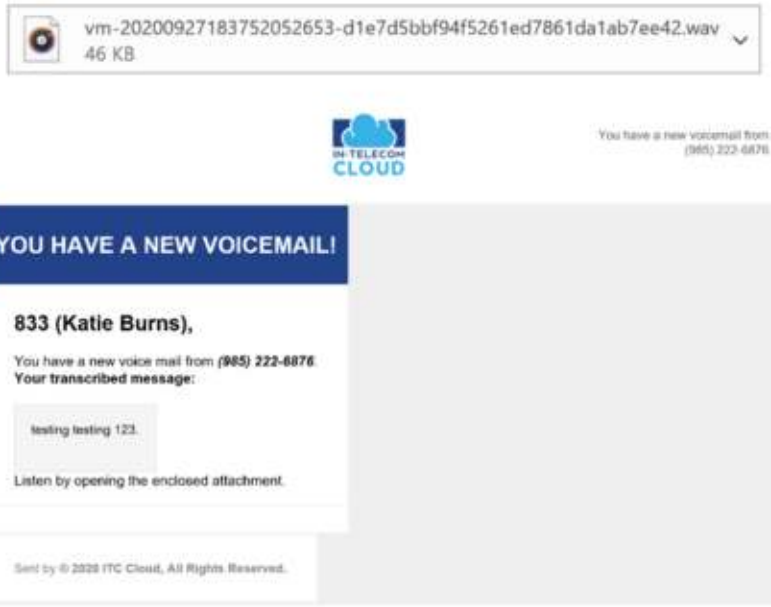


➢ **Option 4 Send with Attachment (Move to Save)**

- Under Unified Messaging Change Email Notification to: Send with Attachment (Move to Save)
- Select Save

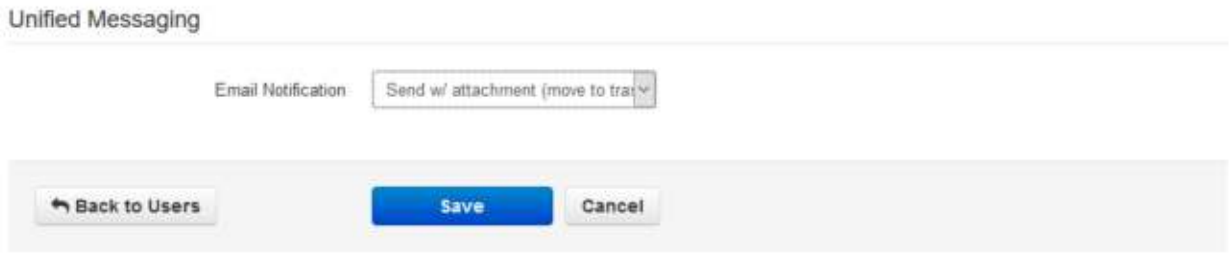


- System will email Voicemail File
- Select Attachment
- Listen to Message

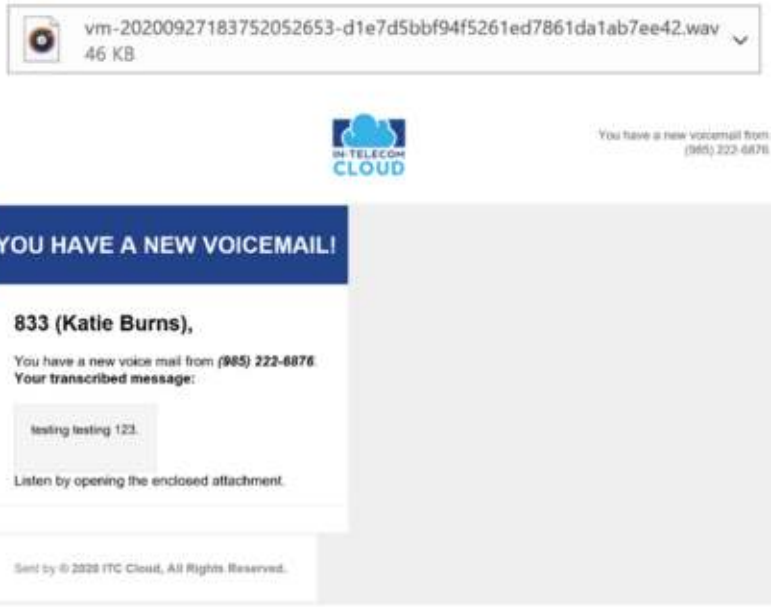


➢ **Option 5** **Send with Attachment (Move to Trash)**

- Under Unified Messaging Change Email Notification to: Send with Attachment (Move to Trash)
- Select Save

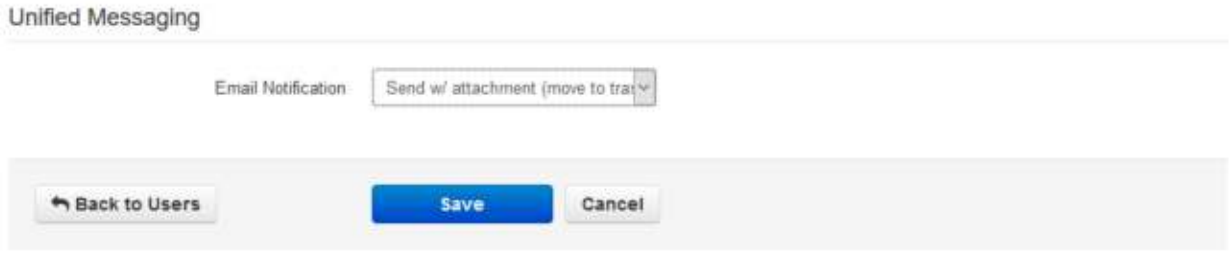


- System Emails Voicemail File
- Select Attachment
- Listen to Message



➢ **Option 5** **Send with Attachment (Move to Trash)**

- Under Unified Messaging Change Email Notification to: Send with Attachment (Move to Trash)
- Select Save



- System Emails Voicemail File
- Select Attachment
- Listen to Message

➢ **Option 6 Send with Brief Attachment (Leave as New)**

- Under Unified Messaging Change Email Notification to: Send with Brief Attachment (Leave as New)
- Select Save
- Listen to Message

- System Emails Voicemail File
- Select Attachment

➢ **Option 7 Send with Brief Attachment (Move to Save)**

- Under Unified Messaging Change Email Notification to: Send with Brief Attachment (Leave as New)
- Select Save

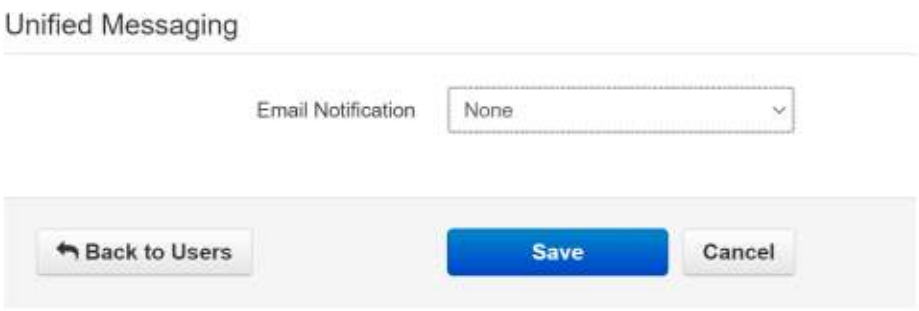
- Listen to Message

- System Emails Voicemail File
- Select Attachment

➢ **Option 8 Send with Brief Attachment (Move to Trash)**

- Under Unified Messaging Change Email Notification to: Send with Brief Attachment (Move to Trash)
- Select Save

- System Emails Voicemail File
- Select Attachment
- Listen to Message

➢ **Option 9 Send No Voicemail to Email**

- Under Unified Messaging Change Email Notification to: None
- Select Save