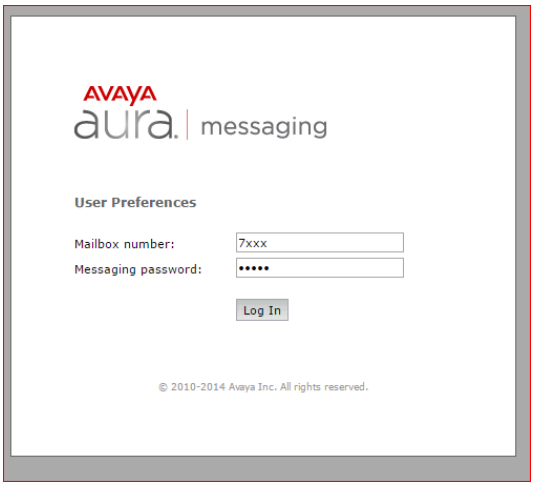
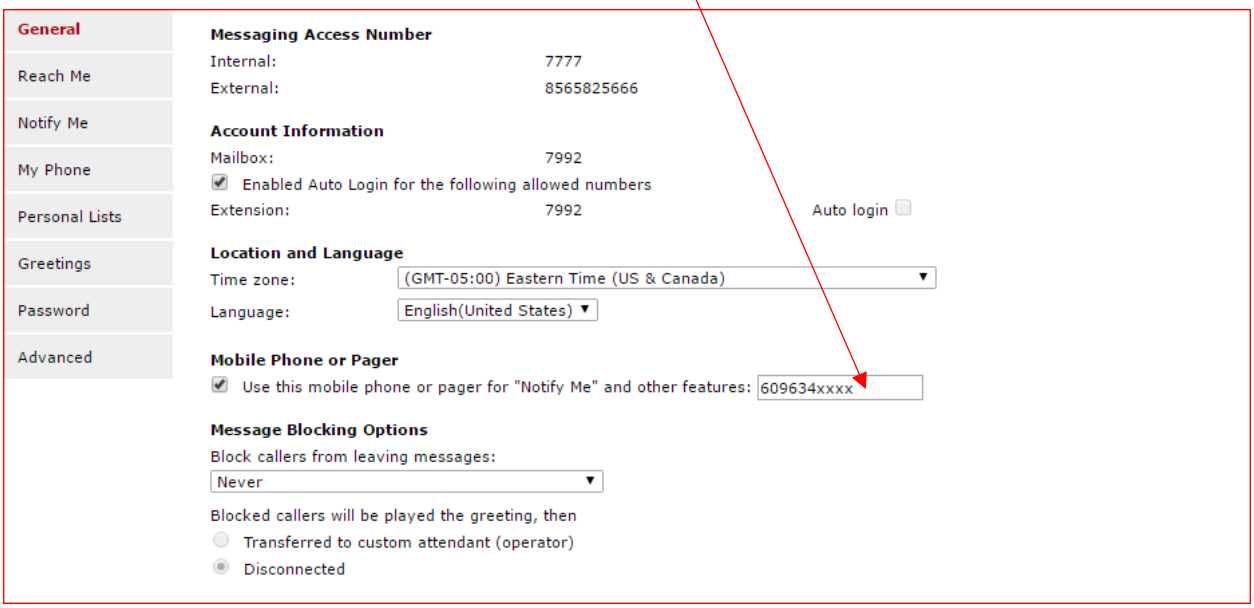
Setting up Reach Me in AAM – Avaya Aura Messaging

1. Log in to the user interface at https://voicemail1.wtps.org:7443/user/login with your extension and voicemail password

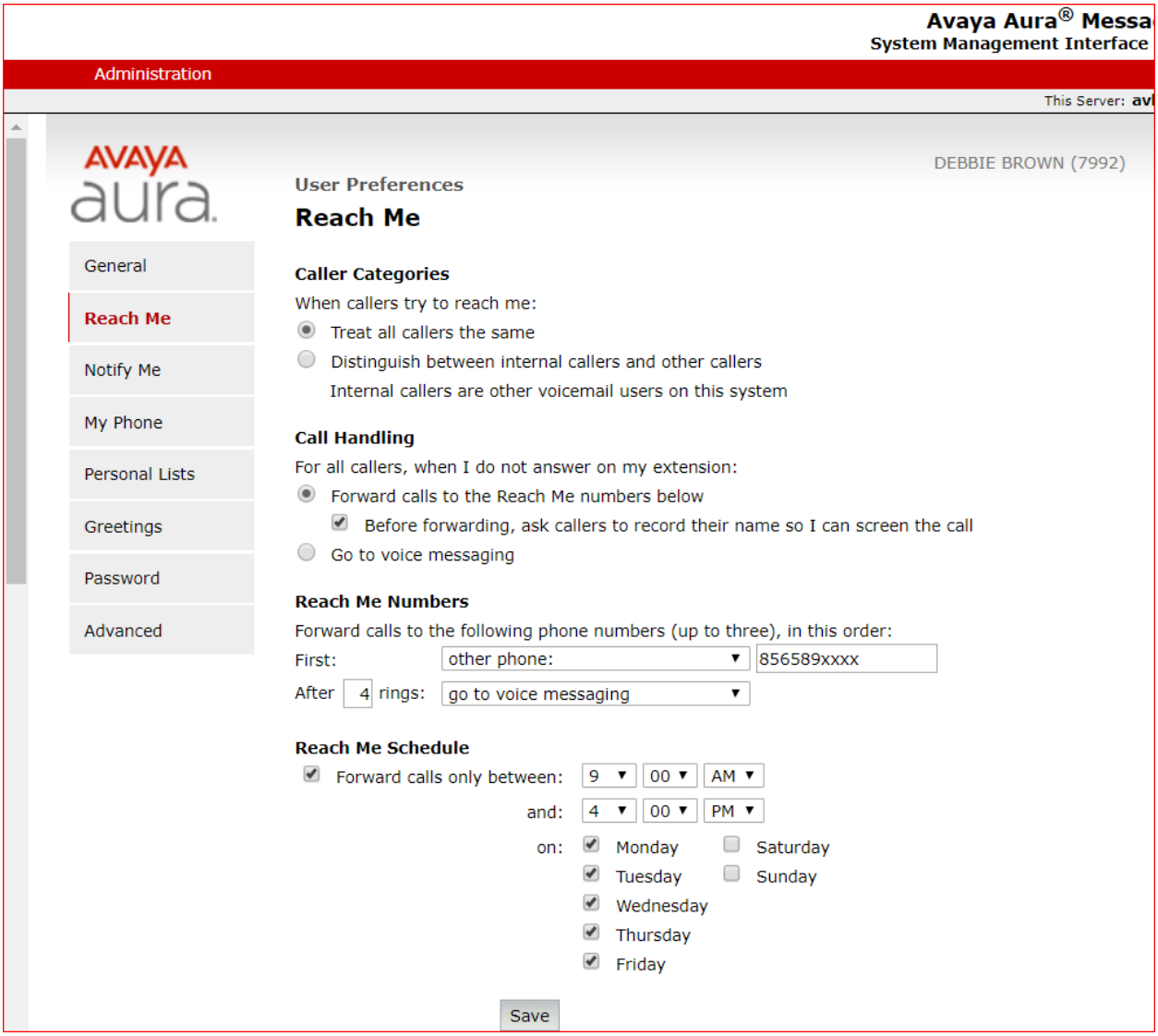


You can set up your account to allow a caller to reach you on your cell when you are not at your District phone.

1. On the General tab, enter your cell phone number if you would like to be reached when someone is trying to call you



2. On the Reach Me tab, when you want to be reached, under Call Handling, click on “Forward calls to the Reach Me numbers below”. From the drop down, select your cell number that you entered on the General tab.



When someone calls, and reaches your voicemail, they will have the option to “reach” you. They will be asked to state their name, you will then receive a call from the system announcing the caller, and you have the option to accept or reject the call. If you reject the call, they will be able to leave you a message.