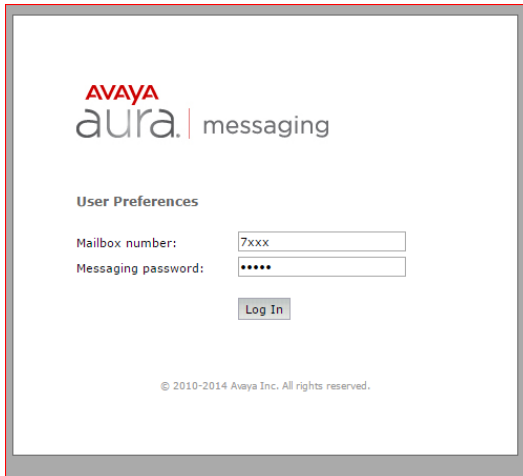


Setting up User Preferences in AAM – Avaya Aura Messaging

1. Log in to the user interface at <https://voicemail1.wtps.org:7443/user/login> with your extension and voicemail password (ignore error messages/certificate problems, click to continue)

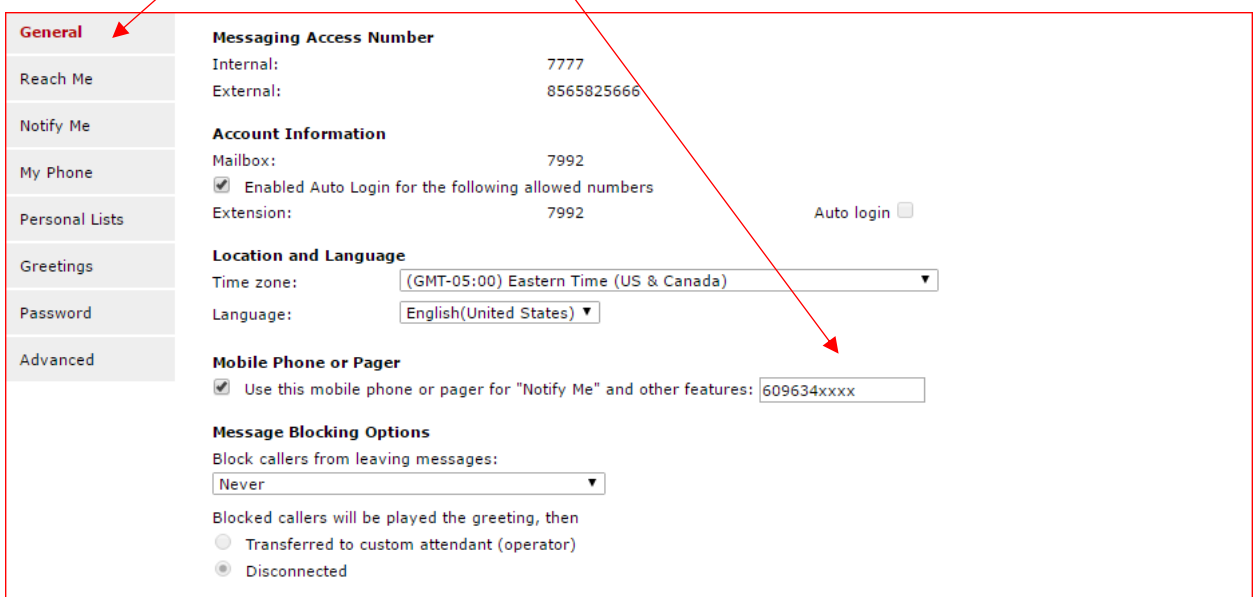


The screenshot shows the Avaya Aura Messaging user interface. At the top, the logo reads "AVAYA aura. | messaging". Below this, the heading "User Preferences" is displayed. There are two input fields: "Mailbox number:" with the value "7xxx" and "Messaging password:" with masked characters "*****". A "Log In" button is positioned below the password field. At the bottom of the page, a copyright notice states "© 2010-2014 Avaya Inc. All rights reserved."

You can set up your account to send a notification to your Outlook account when you receive a voicemail message. The email will come from "Avaya Aura Messaging" and the subject will be "Voice Message from"

You can also set up your voicemail to notify you with a text message to your cell phone, along w/a link to dial directly into your voicemail account.

2. On the GENERAL tab, enter your cell phone number if you would like to be notified by text or a phone call when you have a voicemail message



The screenshot displays the "General" tab of the user preferences page. A sidebar on the left contains navigation links: "General", "Reach Me", "Notify Me", "My Phone", "Personal Lists", "Greetings", "Password", and "Advanced". The main content area is divided into several sections:

- Messaging Access Number**: Internal: 7777, External: 8565825666
- Account Information**: Mailbox: 7992, Enabled Auto Login for the following allowed numbers, Extension: 7992, Auto login
- Location and Language**: Time zone: (GMT-05:00) Eastern Time (US & Canada), Language: English(United States)
- Mobile Phone or Pager**: Use this mobile phone or pager for "Notify Me" and other features: 609634xxxx
- Message Blocking Options**: Block callers from leaving messages: Never, Blocked callers will be played the greeting, then: Transferred to custom attendant (operator), Disconnected

Red arrows point from the "General" tab in the sidebar to the "General" section header and from the "Mobile Phone or Pager" section to the input field containing the phone number.

- On the NOTIFY ME tab, fill out the required information (cell provider) for phone notification (a phone call or a text)

Here you can set up the notification to your Outlook account

- On the GREETINGS tab, you can pre-record and manage multiple greetings

Greeting number	Description	Play	Record	Active	All/ Internal/ External	All/ Office Hours/ Out of Office Hours	All/ Busy/ No Answer
2	OUT OF THE OFFICE			<input checked="" type="checkbox"/>	All	All	All
4		N/A		<input checked="" type="checkbox"/>	All	All	All
5		N/A		<input checked="" type="checkbox"/>	All	All	All
6		N/A		<input checked="" type="checkbox"/>	All	All	All
8		N/A		<input checked="" type="checkbox"/>	All	All	All
9				<input checked="" type="checkbox"/>	All	All	All
1	Vacation Sept 2016			<input checked="" type="checkbox"/>	All	All	All
3	Holiday 2016			<input checked="" type="checkbox"/>	All	All	All
7	In Service 2016			<input checked="" type="checkbox"/>	All	All	All

5. On the PERSONAL LISTS tab, you can set up distribution lists to send a group voicemail message

The screenshot shows the AVAYA aura user interface. At the top left is the AVAYA aura logo. At the top right, it displays the user name 'DEBBIE BROWN (7992)' and links for 'Log Out' and 'Help'. Below the logo is a sidebar with navigation tabs: 'General', 'Reach Me', 'Notify Me', 'My Phone', 'Personal Lists' (highlighted with a red arrow), 'Greetings', 'Password', and 'Advanced'. The main content area is titled 'User Preferences Personal Lists' and contains the following elements:

- Personal Lists**
Use personal distribution lists to send voice messages to multiple recipients.
- Personal list: Choose One (dropdown menu)
- Buttons: Edit, Delete, Add New List
- List name: (text input field)
- List number: Choose One (dropdown menu)
- Members: Member Name: (text input field) | Mailbox: (text input field)
- No Records Found
- New member (mailbox): (text input field) | Add (button)
- Buttons: Save, Cancel