

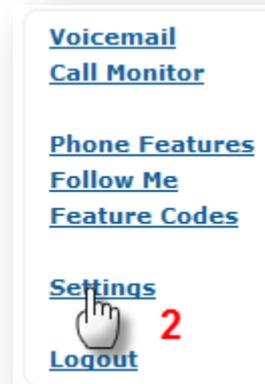
Changing your email address for your voicemail to email feature:

There are two ways to change the email address:

- A. Employees can make the change by logging into their User Portal, or
- B. The company administrator can make the change by logging into the PBX.

A. User Portal Access:

1. Log into your user portal. [Click here](#) to be directed to User Portal login instructions.
2. Once logged in, click settings
3. Enter your email address under “Notification Settings” in the space provided for “Email Address”.
4. Click Update



Notification Settings

Email Address: Enable



B. Administrator – PBX Portal Access

1. Log into your PBX
2. Click “Extensions”
3. Choose the extension you are changing the email address for from the list of previously created extensions
4. Scroll down to “Voicemail & Directory” and enter the updated email address in the “email address” text field.
5. Click Submit → Apply Configuration → Continue with Reload

