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.

Email Address:

A. User Portal Access:

- 1. Log into your user portal. <u>Click here</u> to be directed to User Portal login instructions.
- 2. Once logged in, click settings
- Enter your email address under "Notification Settings" in the space provided for "Email Address".
- 4. Click Update





B. Administrator – PBX Portal Access

- 1. Log into your PBX
- 2. Click "Extensions"
- Choose the extension you are changing the email address for from the list of previously created extensions
- Scroll down to "Voicemail & Directory" and enter the updated email address in the "email address" text field.

 Click Submit → Apply Configuration → Continue with Reload

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Bob	h <101>		
Jay∠le	<102>	3	
Ted Brow	vn <103>	>	

Voicemail & Direc	tory			
Status			Enabled 💌	
Voicemail Password			102	
Email Address		4	4 bob.smith@yourfirm.com	
5	Apply Configurate Apply Configurate Apply C Reloading will apply a FreePBX to your PBX	onfigu I configu reload	eration Changes uration changes made in and make them active.	