

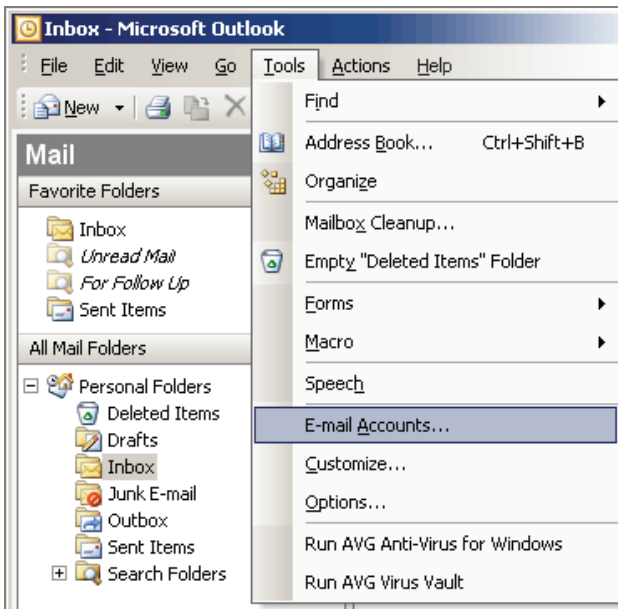


Set Up Voicemail and Email Synchronization (IMAP Configuration)

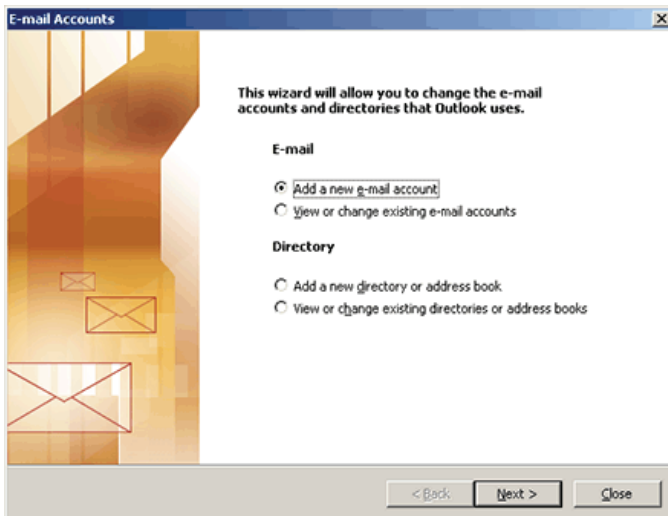
When you synchronize your voicemail and email platforms, your voicemails will be delivered to Outlook in a separate folder, allowing you to manage your voicemail directly from Outlook. For example, when you delete a voicemail message from your email folder, it also deletes the message from the voicemail system. To synchronize your voicemail and email, follow the following steps:

In the Outlook Client 2003:

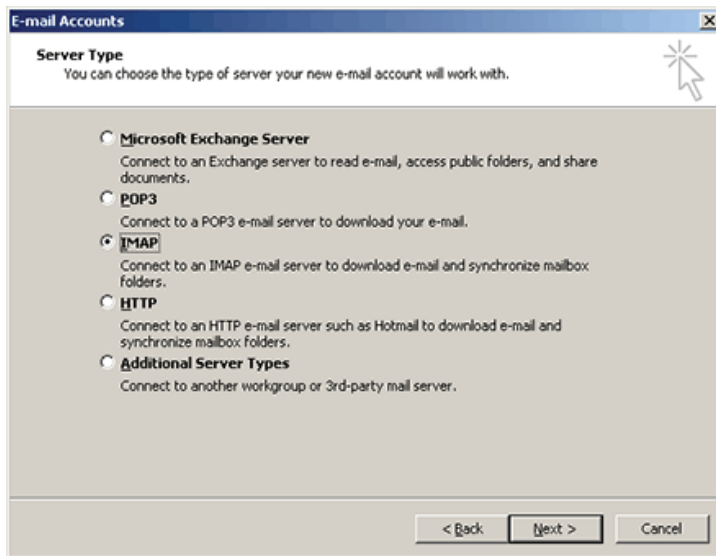
1. Click the **"Tools"** menu.
2. Click **"Email Accounts"** button.



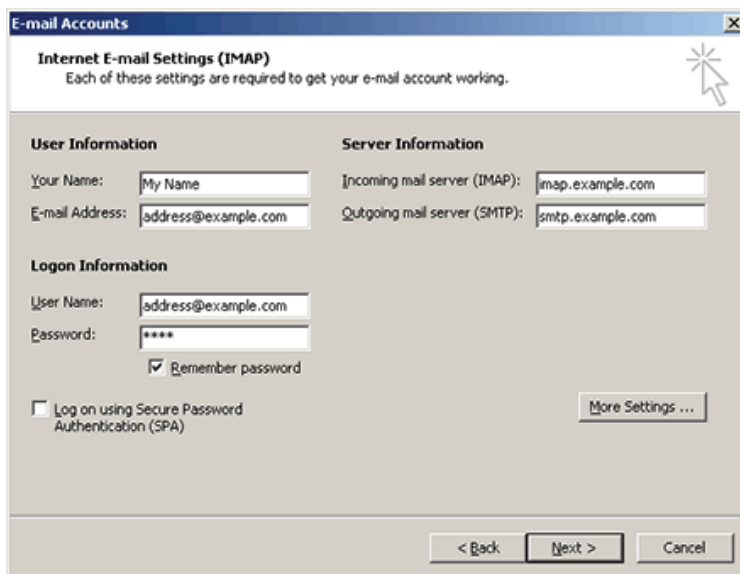
3. Choose **"Add a new email account"** and click **"Next."**



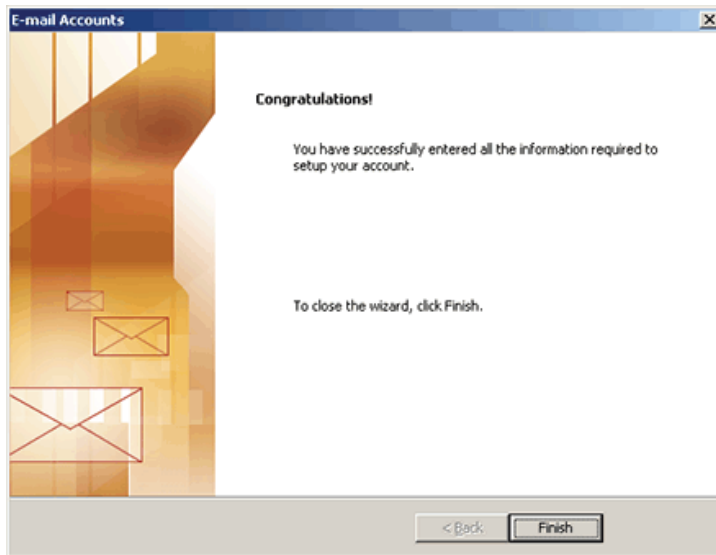
4. Choose “**IMAP**” and click “**Next.**”



5. Type user’s name in “**Your Name**” box.
6. Type the user’s business email address in the “**Email Address**” box.
7. In the “**Incoming mail server (IMAP)**” box type: “**um.c4voicemail.net.**”
8. In the “**Outgoing mail server (SMTP)**” box type the user’s organizational outbound SMTP server. *Please ask the user’s system administrator if you do not have this information.*
9. For “**User Name**”, type in the user’s portal login (ex. name@company.c4voicemail.net)
10. For “**Password**,” type in the user’s password for the Cypress Communications Unified Messaging Portal.



11. Click **“Next.”**
12. Click **“Finish.”**



13. Go to the user's folder lists to see the new voicemail folder.
14. Test the account by leaving a voicemail before leaving the customer site.