



Voicemail and Email Synchronization

Quick Setup Guide

for C4 & Outlook 2007

When you synchronize your voicemail and email platforms using IMAP, your voicemails will be delivered to Outlook in 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.

VOICEMAIL AND EMAIL SYNCHRONIZATION SETUP

1. Select **Account Settings** from the **Tools** menu in Outlook.
2. Select the **Email** tab. Then click **New**.
3. Select Microsoft Exchange, POP, IMAP or HTTP and click **Next** (Figure 1).
4. Under the Auto Account Setup, place a check in the box called "Manually Configure Server settings or additional types" and click **Next**. Do not enter anything into the fields on this screen.
5. Select **Internet Email** and click **Next** to enter your Internet E-mail settings (Figure 2). Complete the following information:

User Information

- Your Name: enter your full name
- Email Address: enter your business email address

Server Information

- Account Type: select IMAP
- Incoming Mail Server: enter um.c4voicemail.net
- Outgoing mail server (SMTP): enter the outgoing mail server as defined by your system administrator

Logon Information

- User Name: enter your Cypress Unified Messaging username (e.g., phone number@company.c4voicemail.net). This is the same as the UM portal username.
- Password: enter your Cypress Unified Messaging password.
- Remember password: Check this box if you would like the system to remember your password.

6. Click on the **More Settings** button.
7. Select the **Outgoing Server** tab (Figure 3). Check the "My outgoing server (SMTP) requires authentication" box and confirm that the "Use same settings as my incoming mail server" radio button is selected.
8. You should now see a new folder in your Outlook mailbox called um.C4voicemail.net.

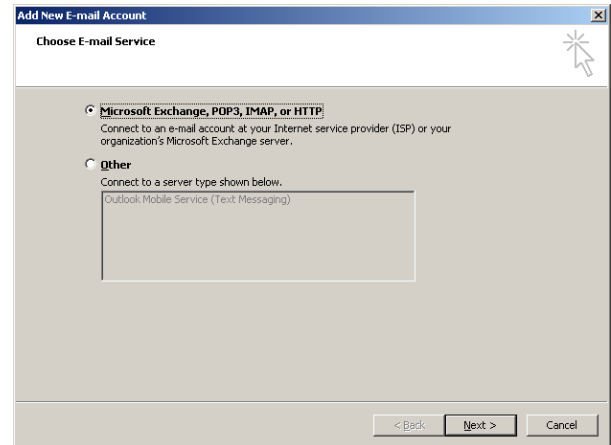


Figure 1

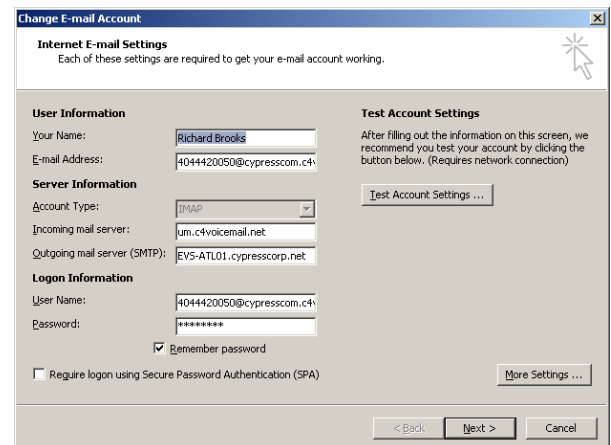


Figure 2

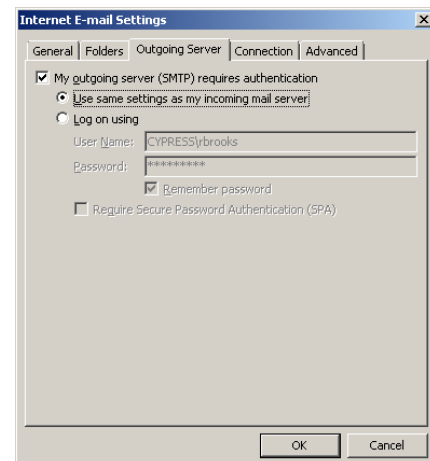


Figure 3