

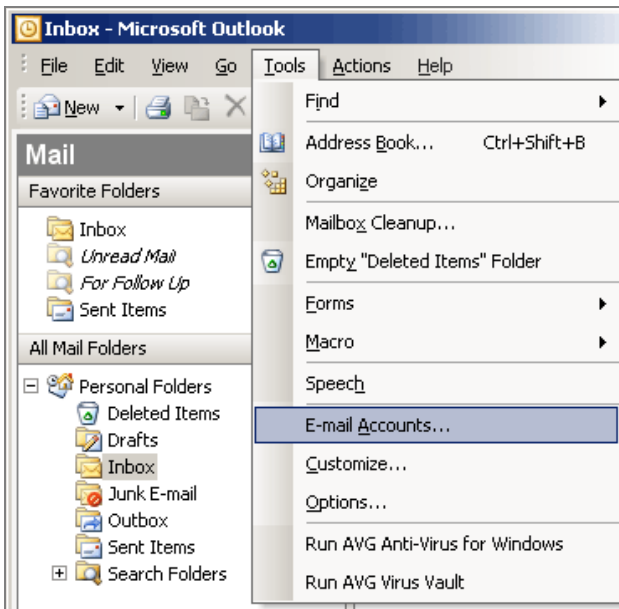


Set Up Voicemail and Email Synchronization (IMAP Configuration)

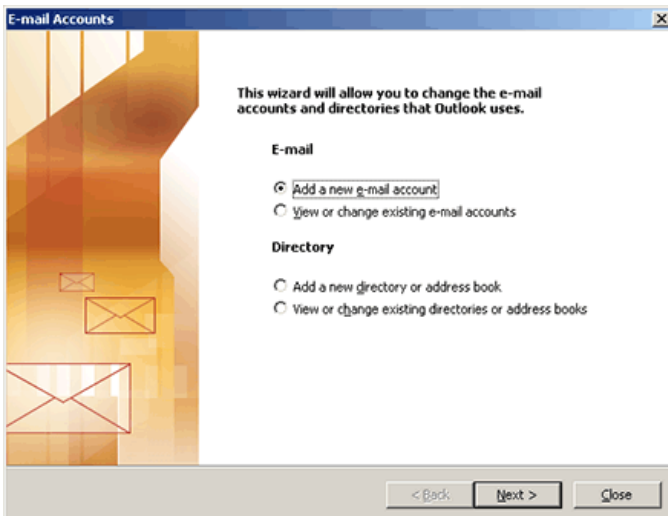
When you synchronize your voicemail and email platforms, your voicemails will be delivered to Outlook in a separate folder, allowing you to manage your voicemail directly from Outlook. For example, when you delete a voicemail message from your email folder, it also deletes the message from the voicemail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

In the Outlook Client 2003:

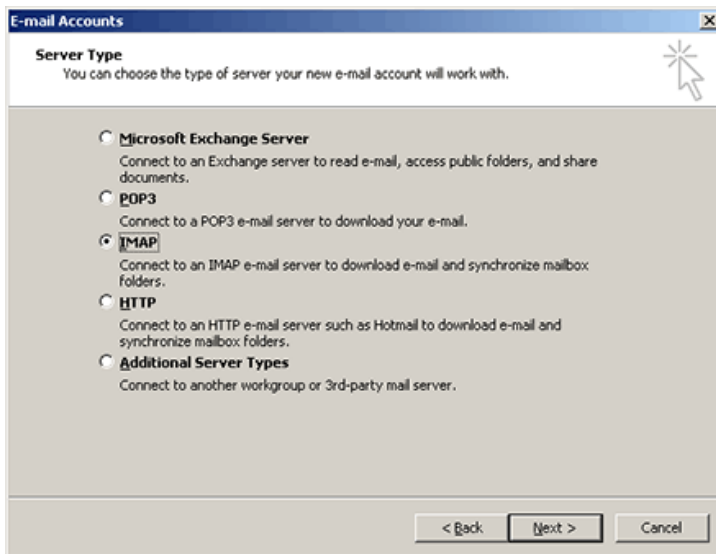
1. Click the **"Tools"** menu.
2. Click **"Email Accounts"** button.



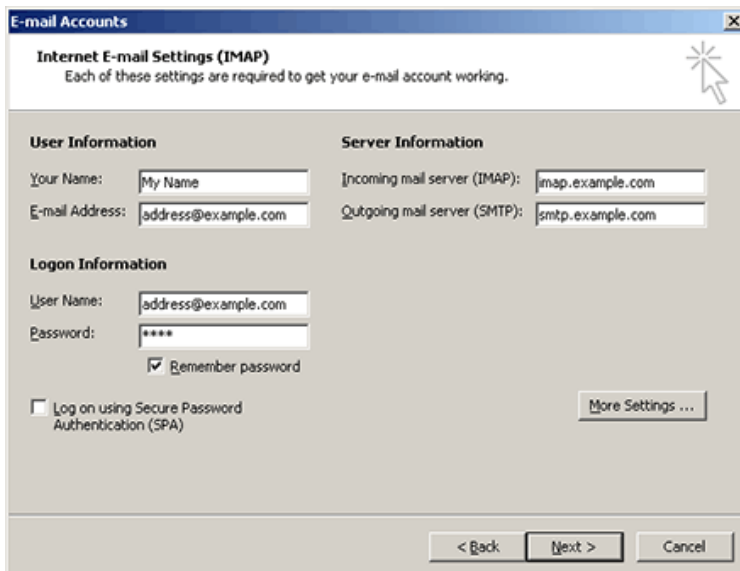
3. Choose **"Add a new email account"** and click **"Next."**



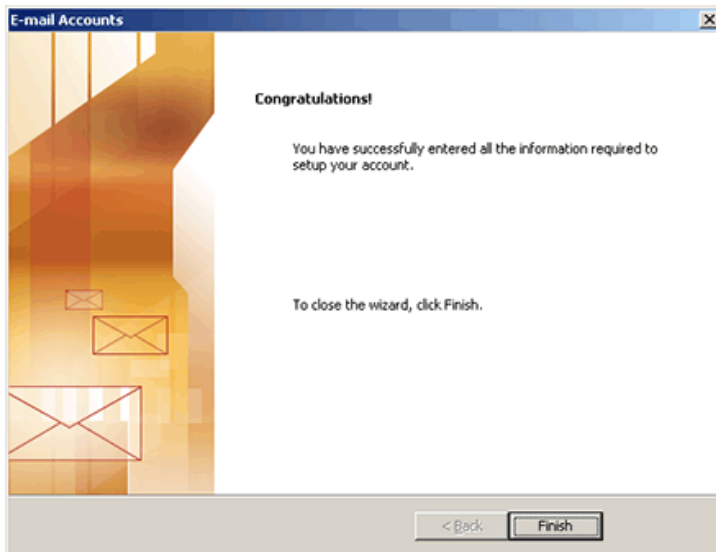
4. Choose **“IMAP”** and click **“Next.”**



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 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.