Access Your Voicemail from Outlook

Exchange Unified Messaging offers one convenient place to manage e-mail and voice mail with new options such as forwarding voice mail with comments or attachments just like a regular e-mail message.

Open Outlook. Voicemail and missed calls will appear in the Inbox folder along with your email.

Double click on the message (or view the reading pane) and you will see an integrated Microsoft® Windows Media Player.

Simply click on the Play button and listen to the message through the computer speakers.
Play On Phone Feature

If you want to listen to your messages on your desk phone and not through your computer speakers you can click on the “Play on Phone” button. The first time you use this feature you will be prompted for credentials and your 4 digit office phone number. You can only dial 4 digits for an office phone.