

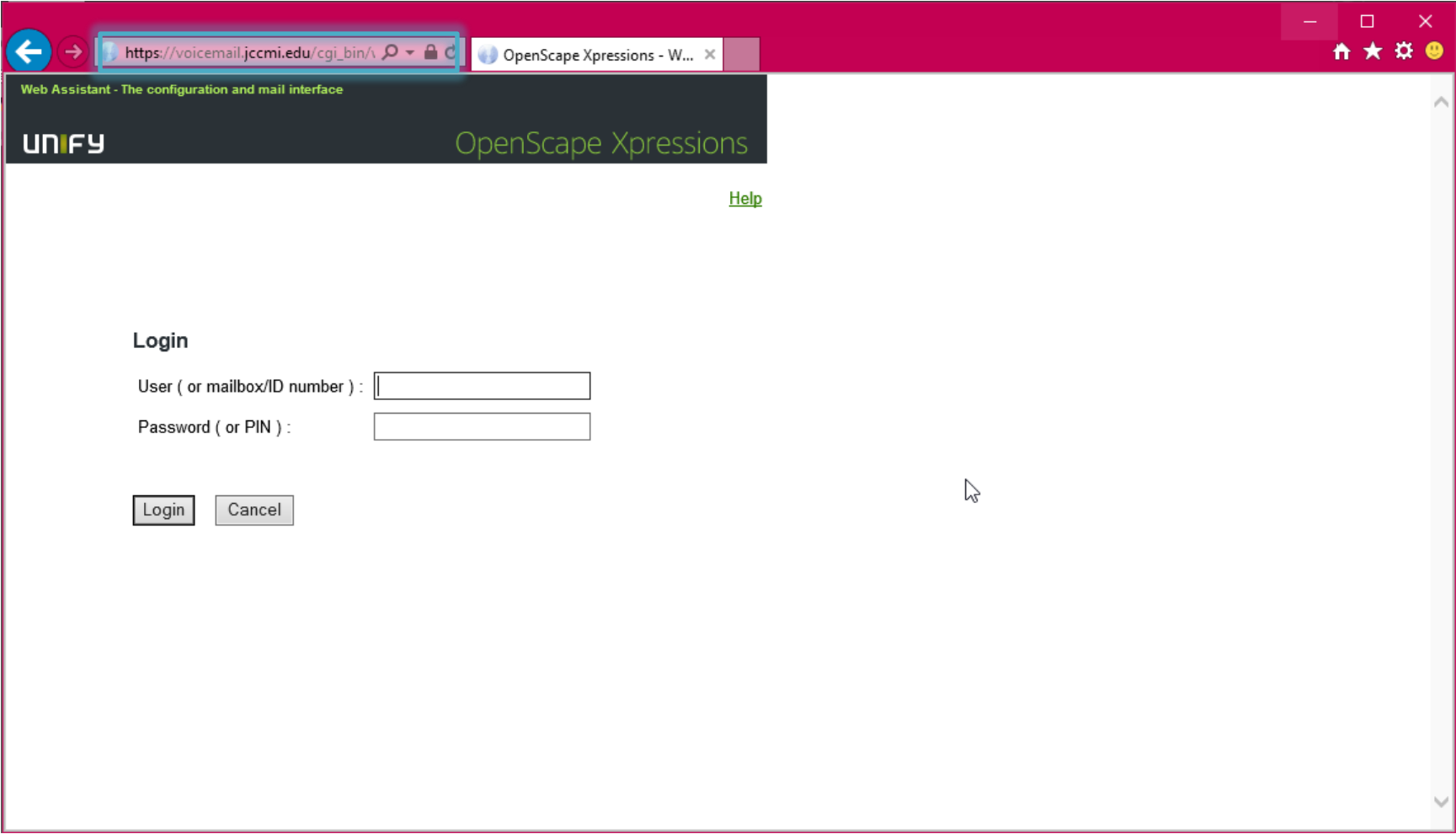
Email Notifications for Voicemail- FAQs

Note: This can only be set-up using a JC computer on campus, not externally.

Step One:

1. Open your web browser, and in the address toolbar type: **https://voicemail.jccmi.edu**. Then hit **enter**, the website that loads will be titled **Siemens – Web Assistant**.

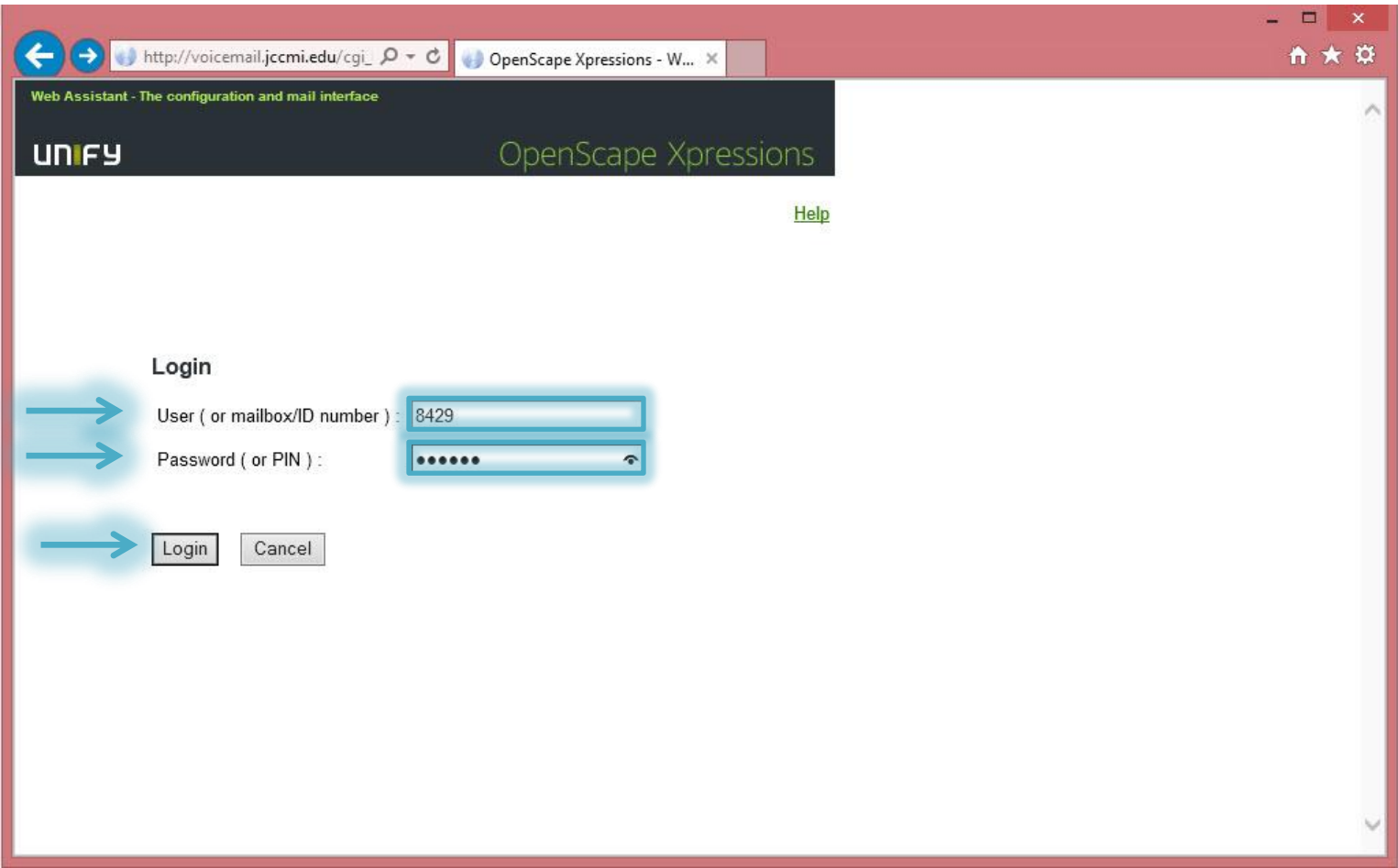
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Step Two:

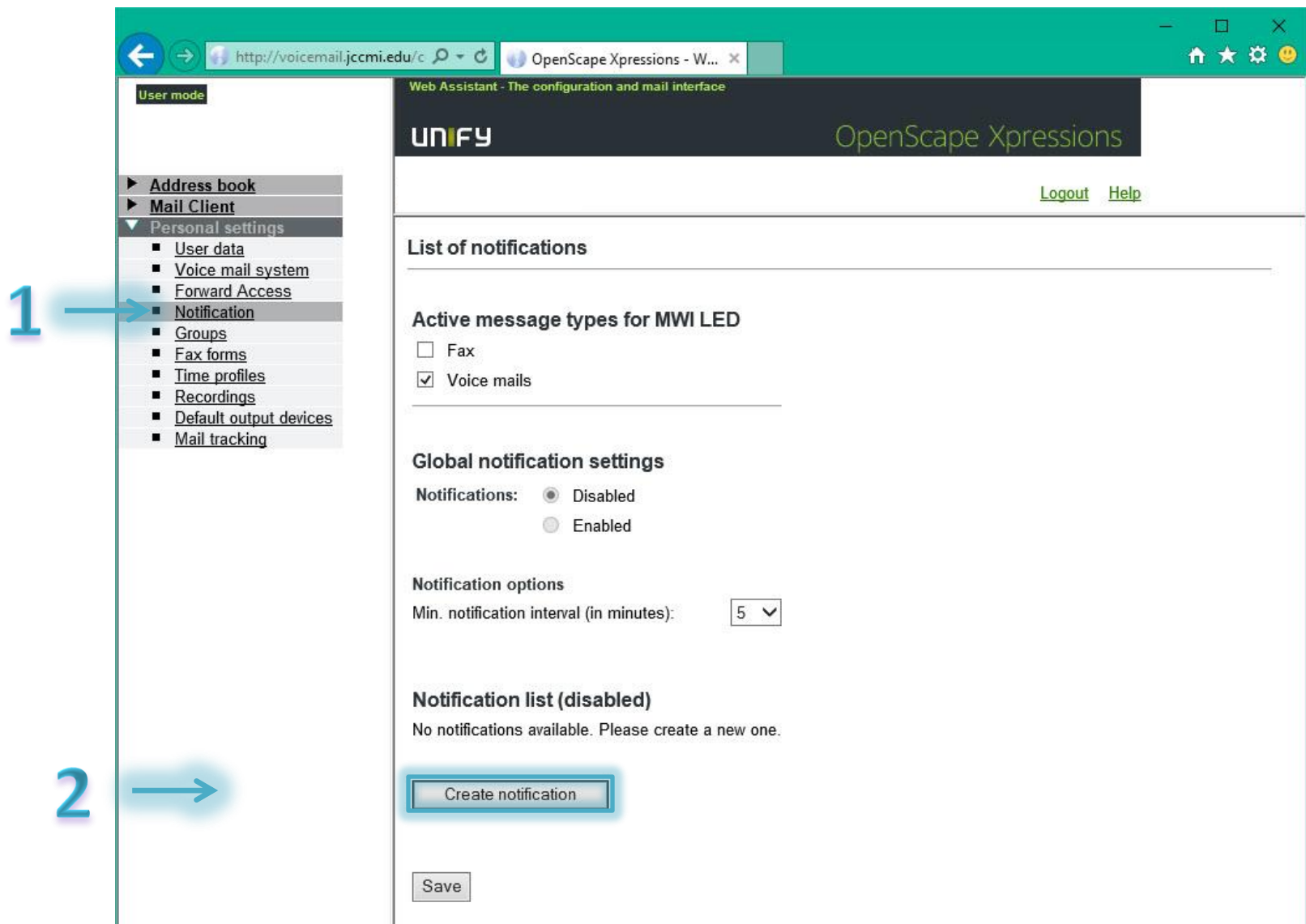
1. Logging in to Siemens – Web Assistant is simple; your extension will be your **User**, and your **Password** is your PIN (voicemail password).
2. Once you have entered in your credentials please click **Login**.

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Step Three:

1. On the left side of the Web Assistant click the drop-down arrow next to **Personal settings**. From the Personal settings bulleted dropdown list please click on the **Notification** option.
2. From the List of notifications page, click on the **Create notification** button.



Step Four:

1. **Name the notification** in the specified section.
2. **Check the various boxes** in which you would like to receive notifications.
3. After you have selected the message types click the drop down arrow and from the options select **E-mail** then fill out the **Number/address:** section with your email address.
4. Select the **Time dependency** for the dates and times that you would like to receive notifications.

5. Finally, click **Save**.

The screenshot shows the 'Web Assistant - The configuration and mail interface' for 'OpenScape Xpressions'. The left sidebar lists navigation options: Address book, Mail Client, and Personal settings (expanded). The main content area is titled 'Notifications'. It shows 'Notification: 1' with the name 'Voicemail-Alert'. Below this, there are checkboxes for 'Notification of new incoming messages' with 'Message type' options: 'All messages', 'Fax', and 'Voice mails' (checked). There is also a section for 'Notification to the following devices' with a checked 'E-mail' option and a text field for 'Number/address' containing 'chipsjohnc@jccmi.edu'. A 'Time dependency' section includes 'Time ranges (hour : minutes)' and 'Days' (Mon, Tue, Wed, Thu, Fri, Sat, Sun) with a checked 'Every day (Mon-Sun)' option. At the bottom, there are 'Save' and 'Back' buttons. Blue arrows and numbers 1 through 5 highlight the following elements: 1. 'Voicemail-Alert' text field, 2. 'Voice mails' checkbox, 3. 'E-mail' dropdown, 4. 'Every day (Mon-Sun)' checkbox, and 5. 'Save' button.

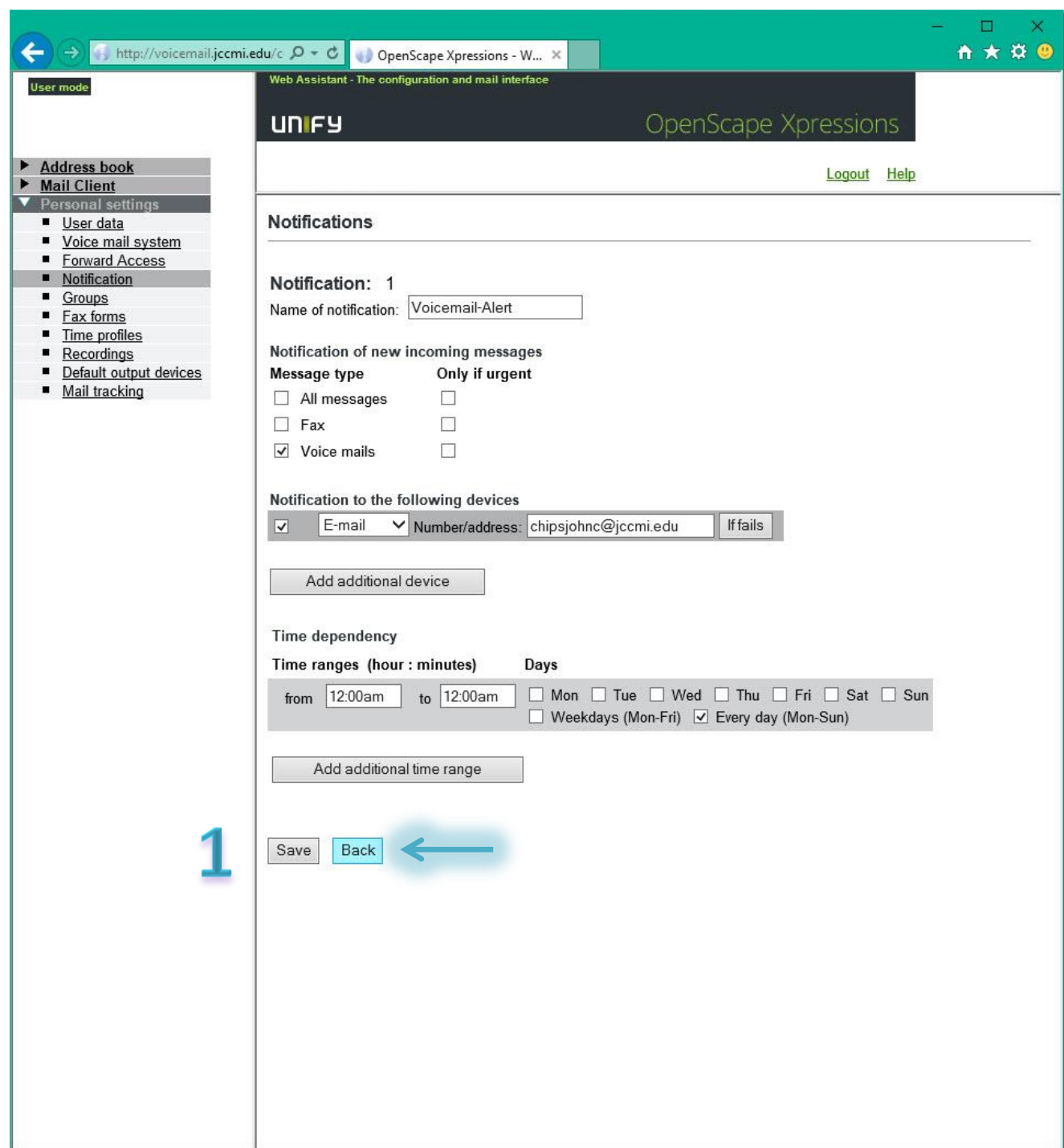
Step Five:

1. The Web Assistant will take you to a page notifying you that “The data has been saved.” Click **Continue**.

The screenshot shows the 'Notification - Message' page. It displays the message 'The data has been saved.' and a 'Continue' button. A blue arrow and the number 1 highlight the 'Continue' button.

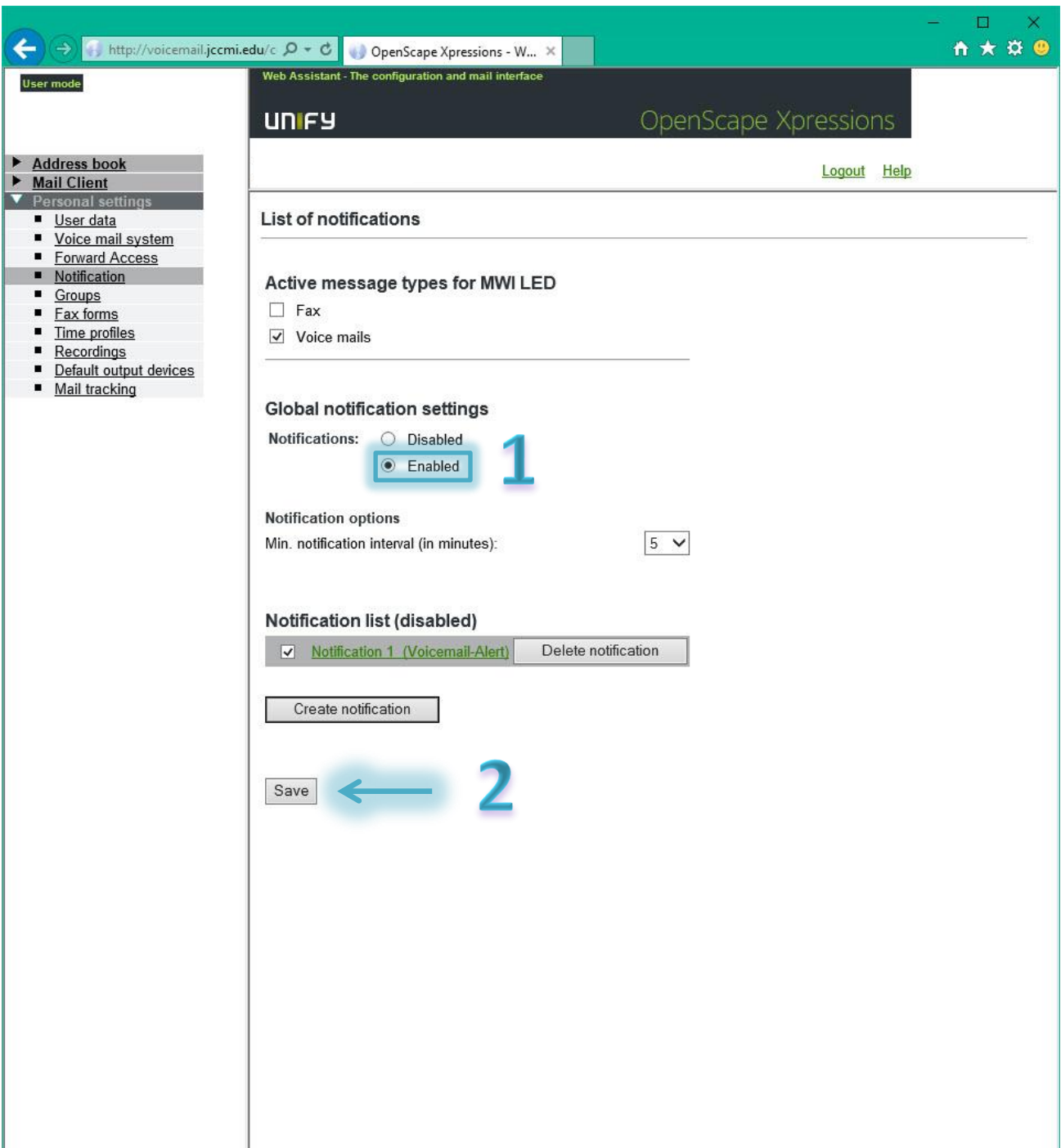
Step Six:

- 1. After clicking Continue, you will be brought back to the Notifications page. Simply click the **Back** button that is located at the bottom of the page.



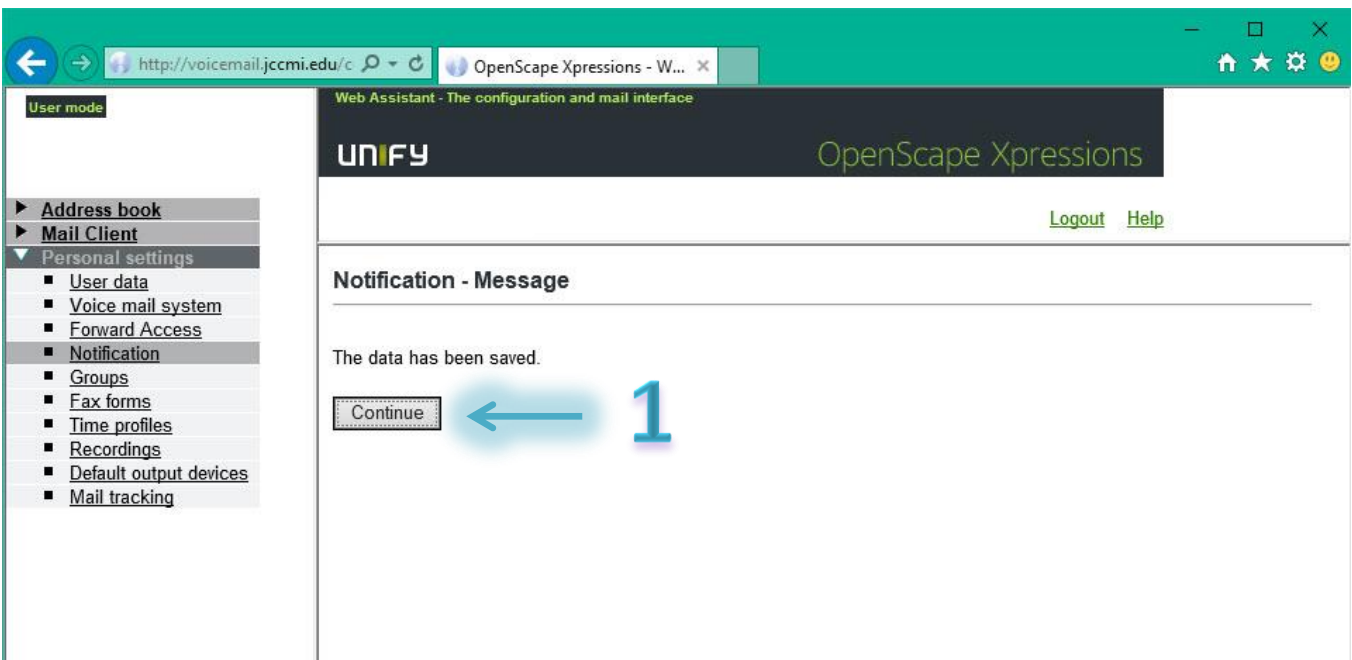
Step Seven:

- 1. You will be back at the List of notifications page. Under the **Global notification settings**, click the corresponding bubble to **Enable** the notifications.
- 2. Then click **Save** at the bottom of the page.



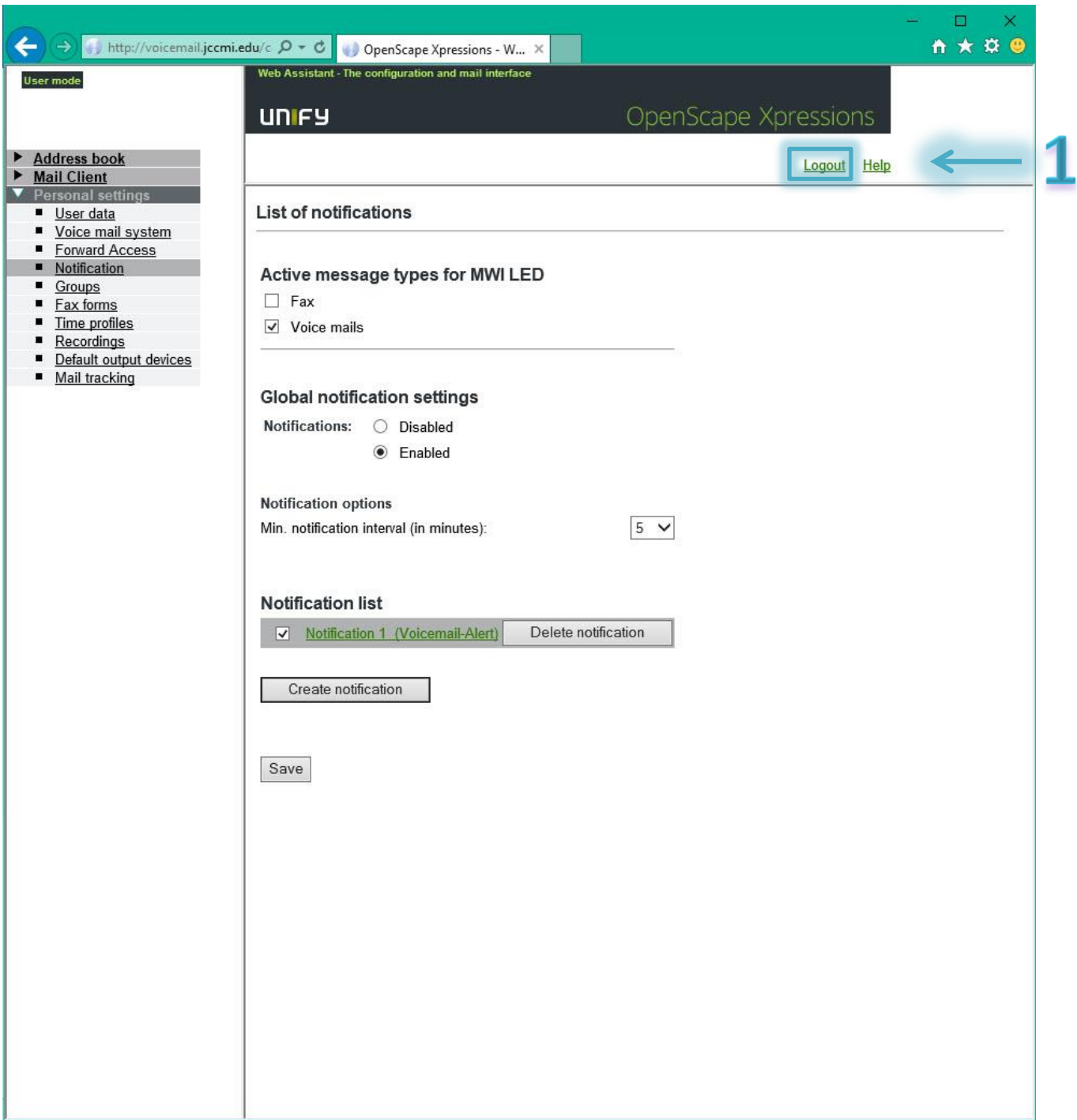
Step Eight:

- 1. The Web Assistant will take you to a page notifying you that "The data has been saved." Click **Continue**.



Step Nine:

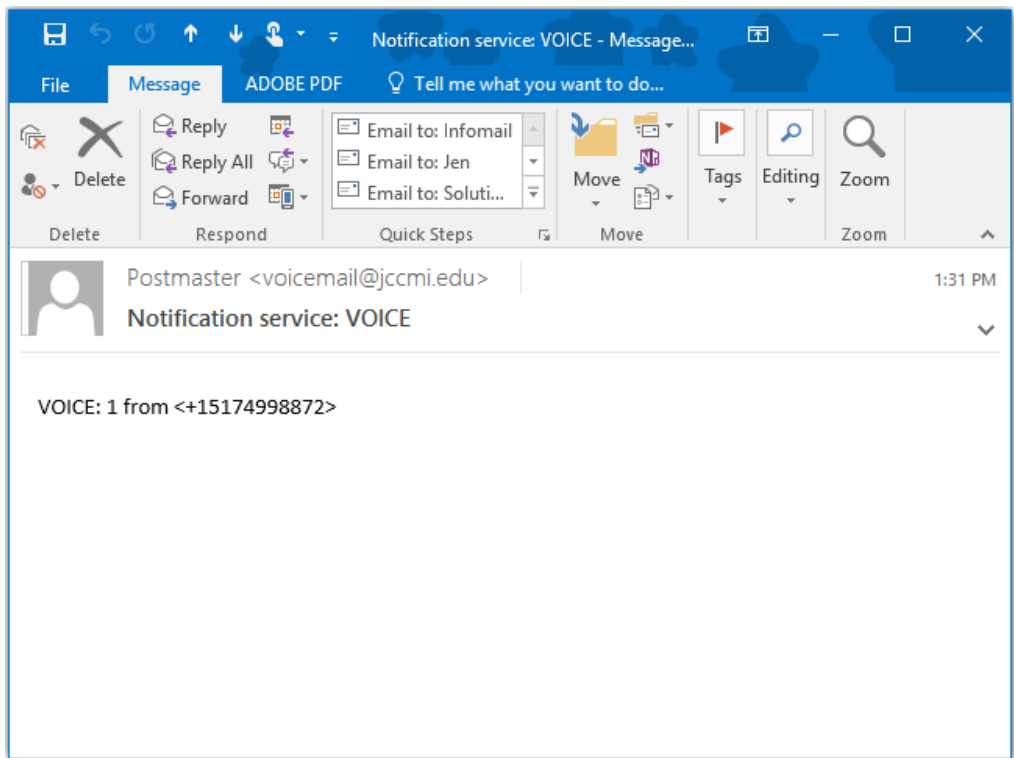
- 1. You will be brought back to the List of notifications page. Simply click **Logout** located in the upper right corner. You have now successfully set up the Email notifications for your voicemail.



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Step Ten:

1. When you receive a notification from Siemens your email will be coming from **Postmaster** <voicemail@jccmi.edu>. Below is an example of what a notification will look like.



Step Eleven:

1. To check your voicemail when you are off campus call (517)796-8601 and follow the prompts.