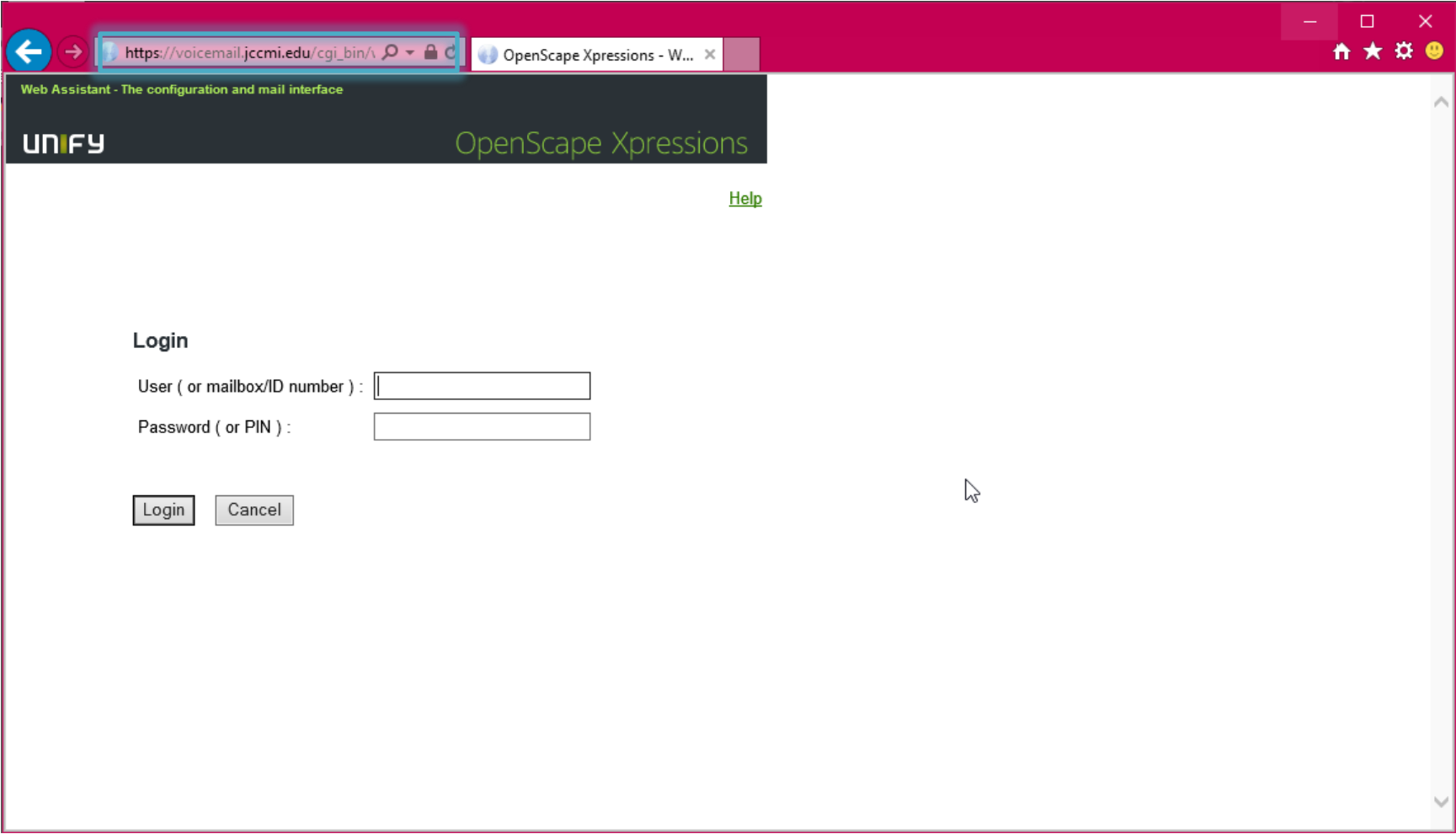# Email Notifications for Voicemail- FAQs

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**.
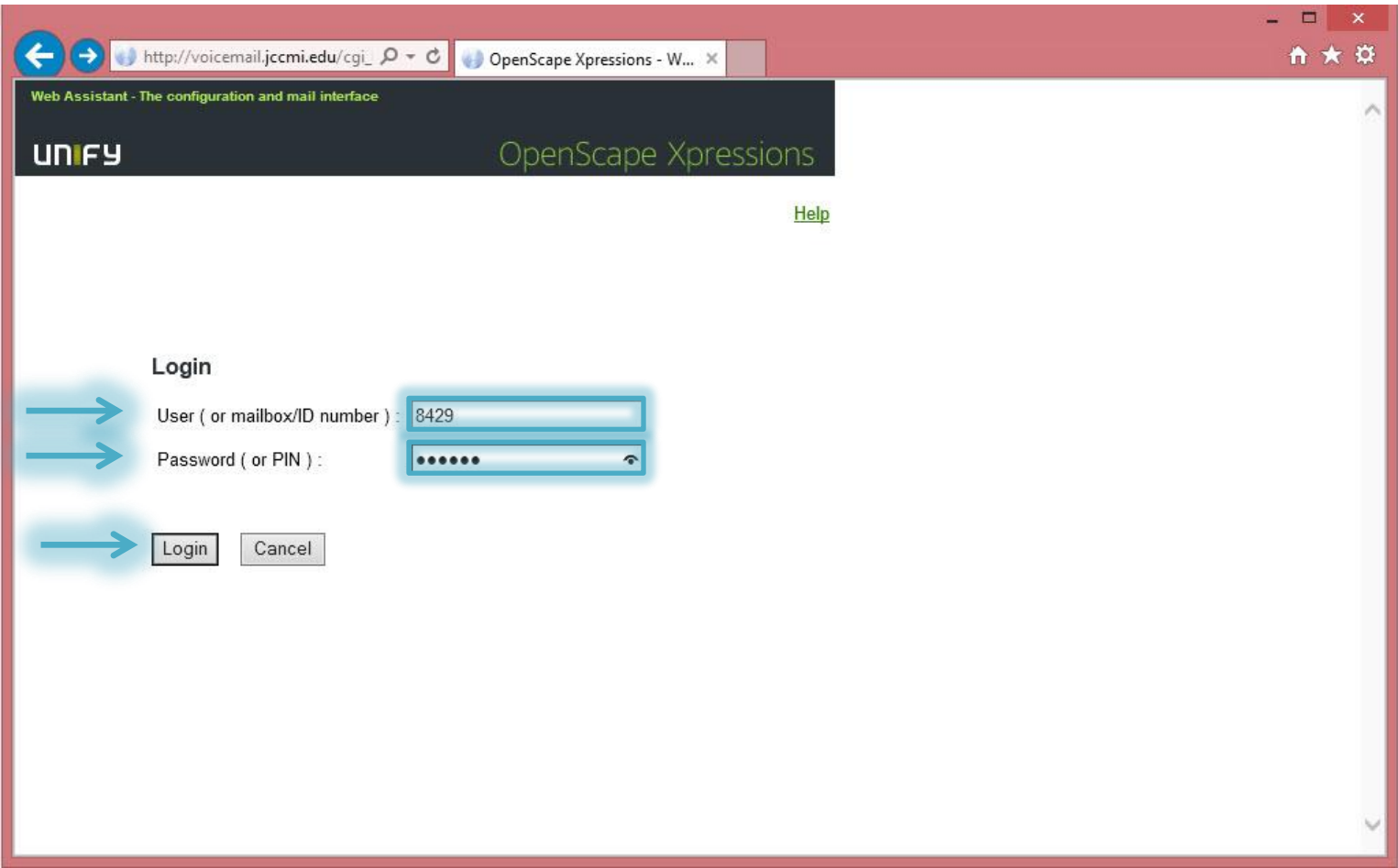

Step Two:

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**.

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.
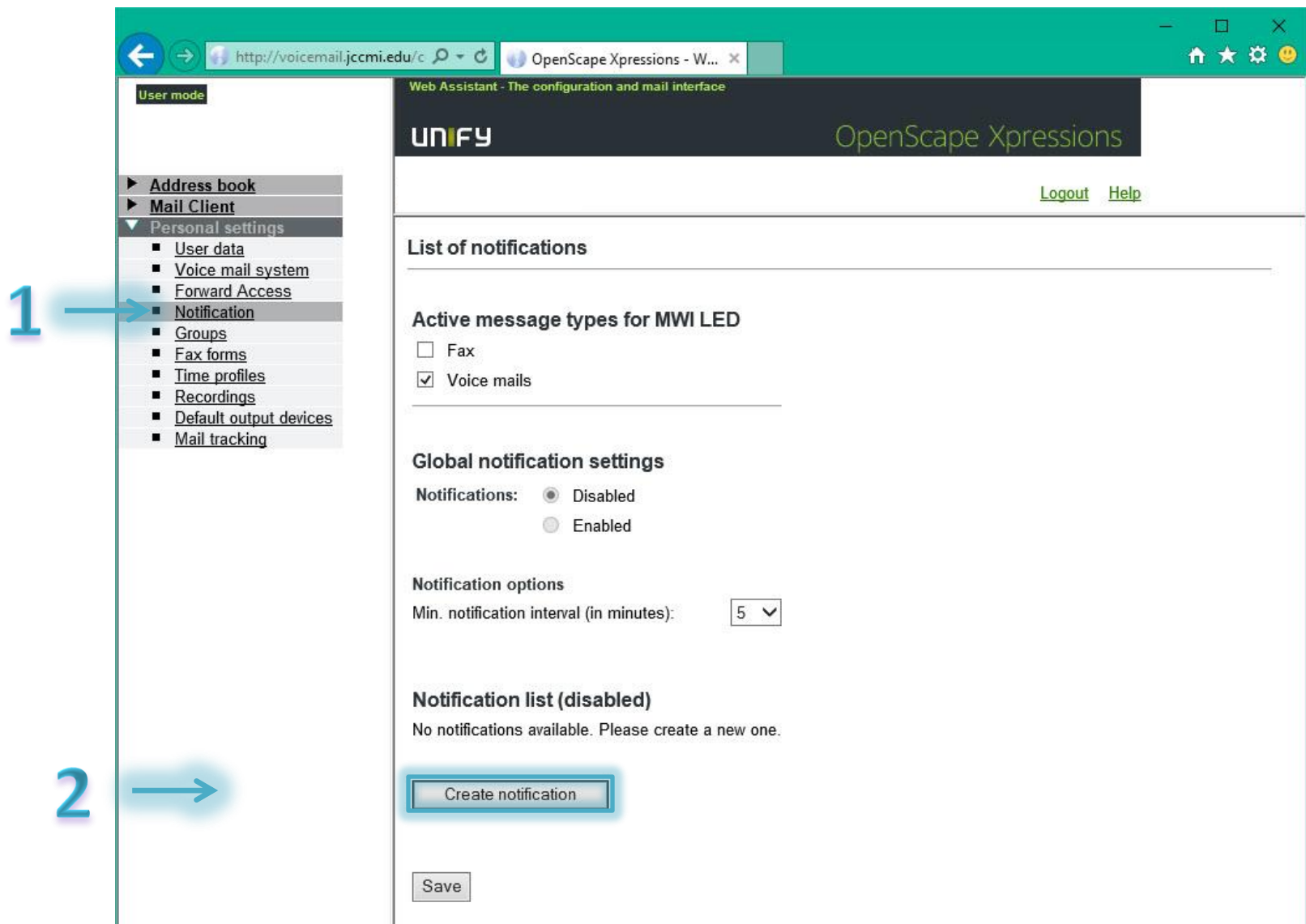
Step Four:

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.
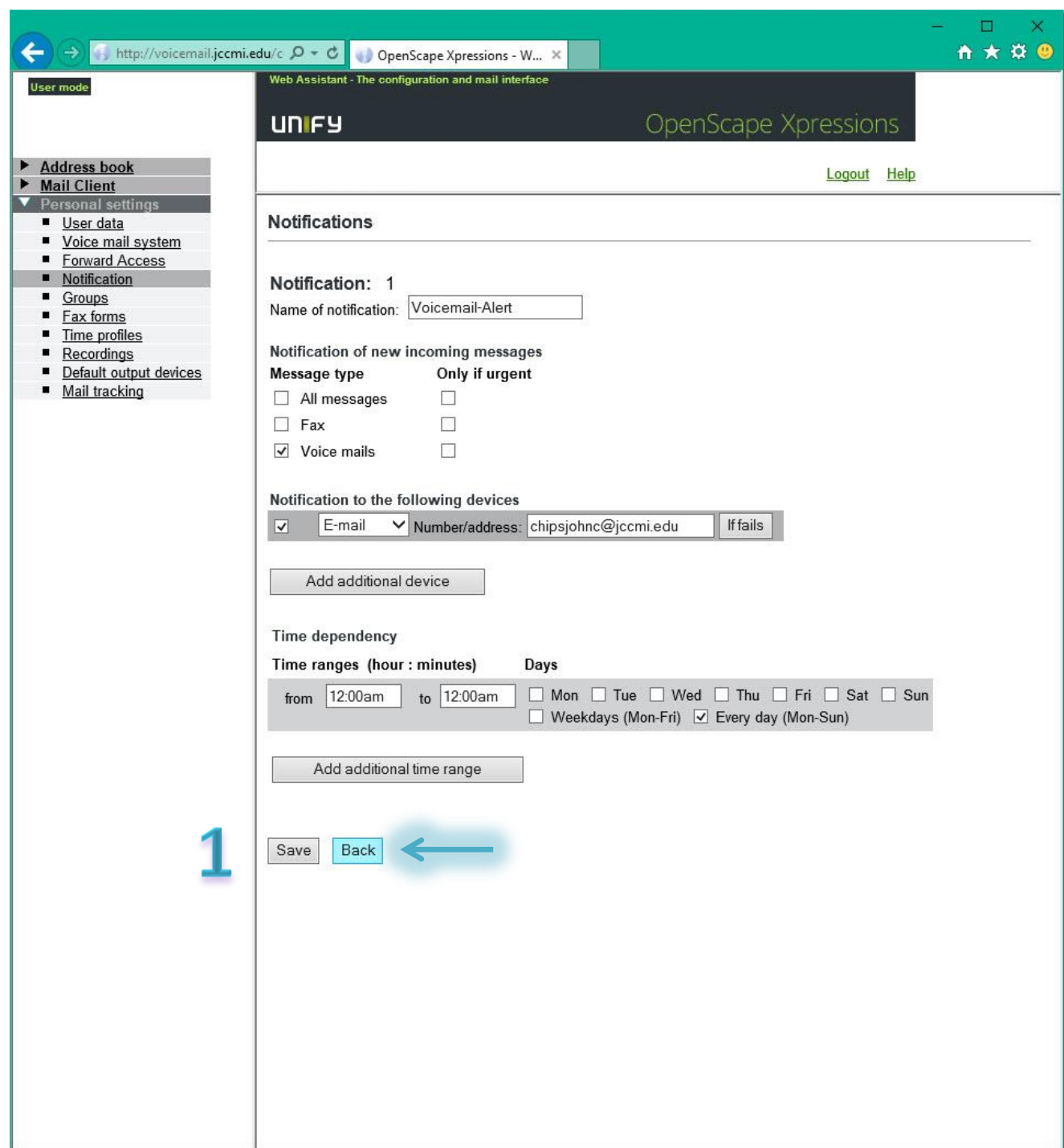
5. Finally, click **Save**.

Step Five:

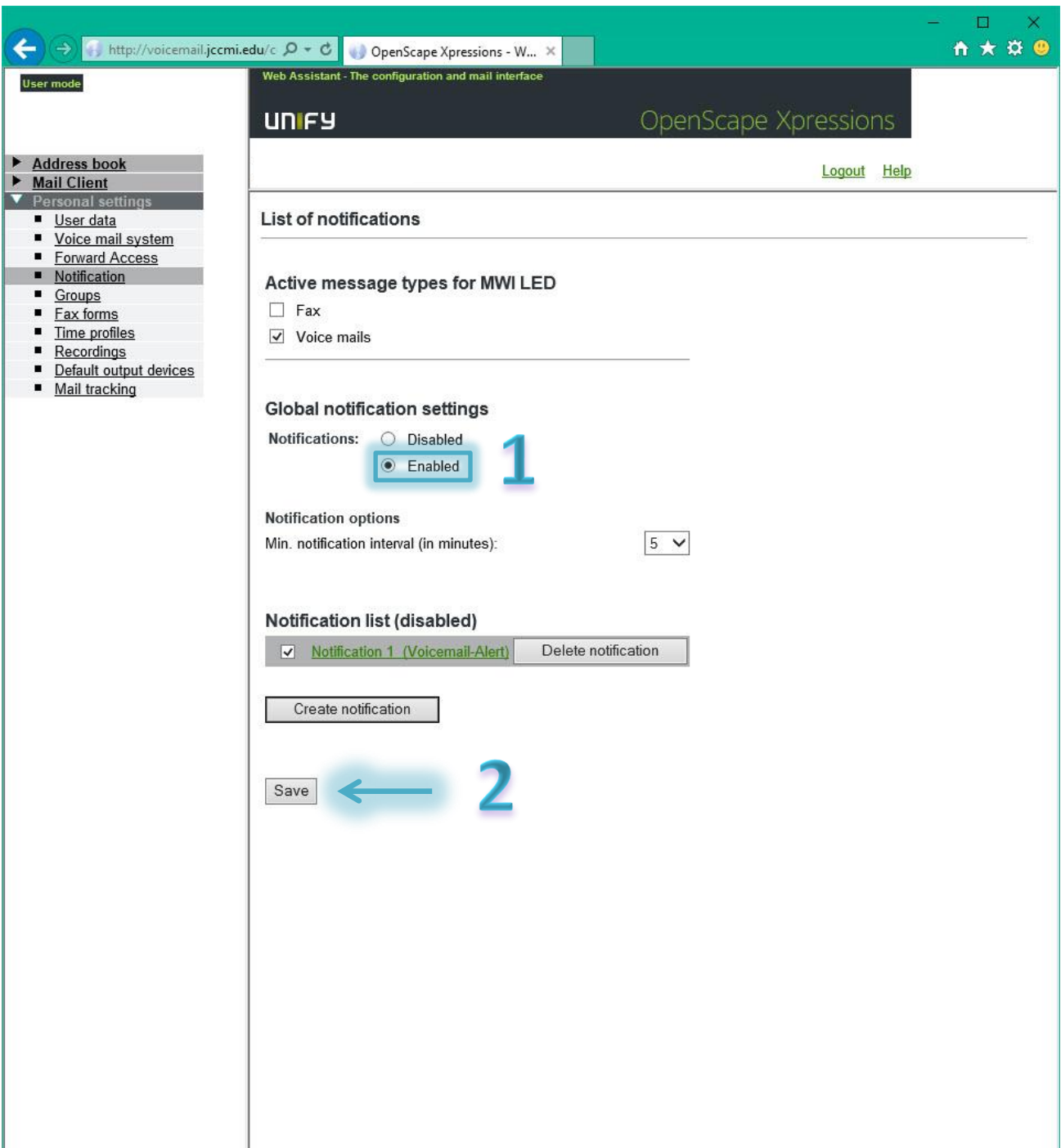1. The Web Assistant will take you to a page notifying you that "The data has been saved." Click **Continue**.

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.
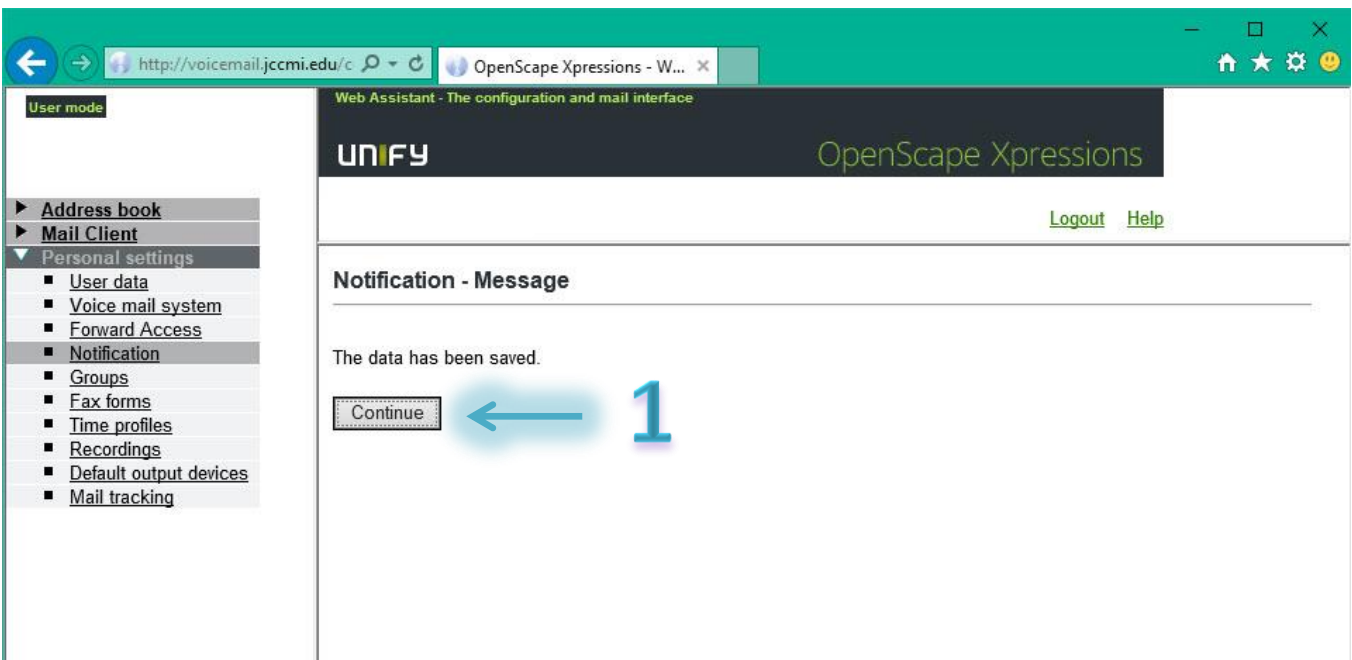
Step Seven:

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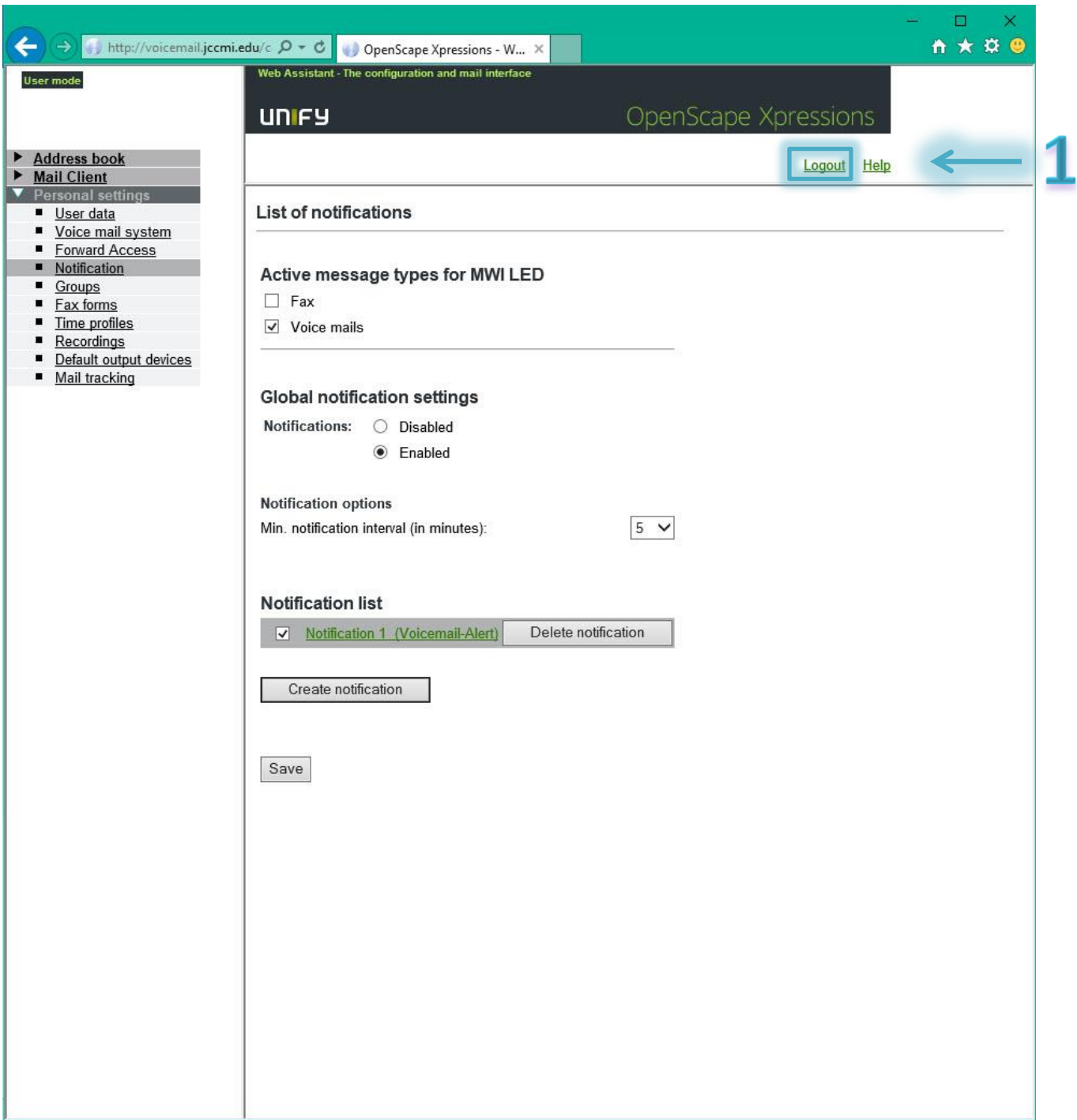2. Then click **Save** at the bottom of the page.

Step Eight:

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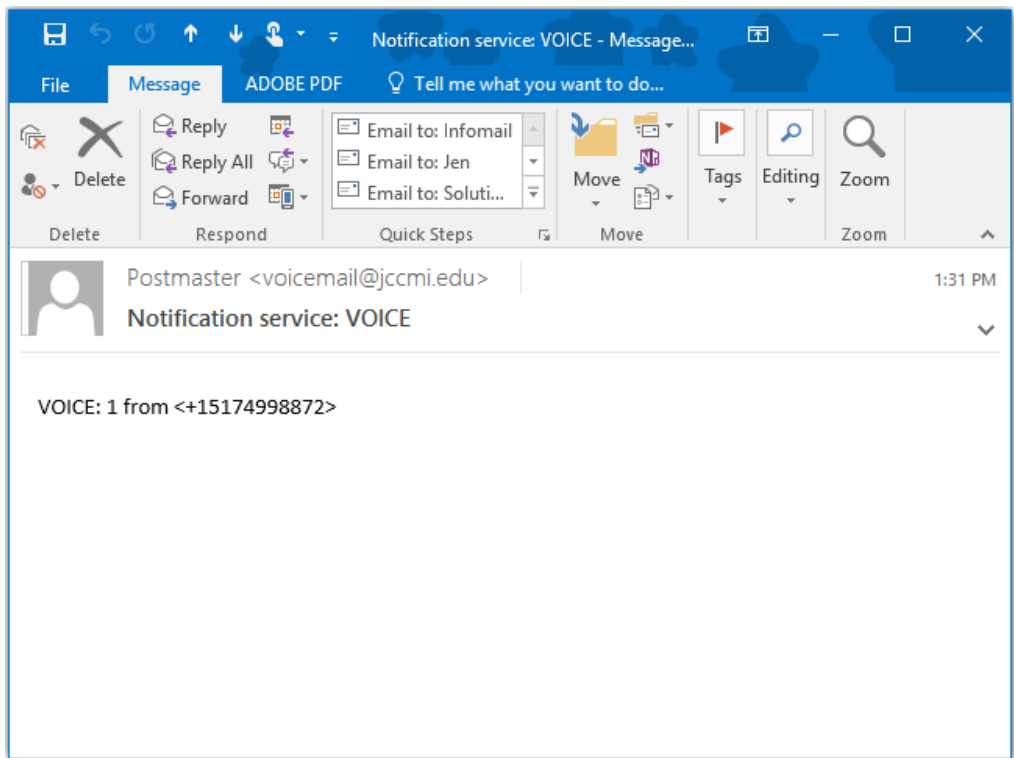

Step Nine:

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.

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.