ShoreTel™
Tip of the Month

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Convert Voice Mail Messages into Emails

Looking to simplify the barrage of communications that come at you daily? With ShoreTel you can easily convert all of your Voice Mail messages into Emails. Enable this feature and you no longer need to stress about missing important calls while away from your desk.

Voice Mail to Email in ShoreTel Communicator:
 1. In ShoreTel Communicator, select **Tools** then **Options**
 2. Select **Voice Mail**
 3. Use the **Notification Delivery Options** dropdown to select either **Email Wave File**, which will send an audio file as an email attachment, or **Email Notification**, which will send a notification without the audio attachment
 4. Enter an email address in the **Deliver to Email Address** field
 5. Remember to **Apply** your changes

Voice Mail to Email in ShoreTel Director (Admins Only):
 1. In **ShoreTel Director**, open the User's **Extension Profile**
 2. Towards the bottom of the page select **Escalation Profiles and Mailbox Options**
 3. You will see a field to assign the proper **email address** and a dropdown to attach **.wav file**
 4. Click **Save**

Having trouble? Don't hesitate to contact us! (914) 761-1313 or service@select-tele.com.

Advance Your ShoreTel System

Worried about the ROI of your system? ShoreTel offers a wide range of Advanced Applications that can improve your operations and bottom line. Read about them here then contact Select Telecom to add Advanced Applications to your system.

View more information about ShoreTel products on Select Telecom's ShoreTel page.

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