



## **Voicemail to Email Setup Instructions**

1. Open Internet Explorer.

2. Copy and paste the following link into the search bar: https://voicemail.princegeorgescountymd.gov:10100/

		A https://voicemail.princegeorgescountymd.gov:10100/	P ▼ C A This site isn't secure ×			
3.	Click <b>More information</b> .	This site is not secure This might mean that someone's trying to fool you or steal any info you send to the server. You so close this site immediately. Close this tab More information				
4.	Click <b>Go on to the webpage</b> . (It will say <i>Not Recommended</i> , but it is okay.)	This site is not secure   This might mean that someone's trying to fool you or steal any info you send to the close this site immediately.   Image: Close this tab   Image: Close tab </th				

5. The logon screen will open.

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- 6. Enter your 5-digit mailbox extension (e.g., 16300).
- 7. Enter your voicemail password.
- 8. Click *Log In*.

9. Select the **Preferences** tab at the top of the screen.

Compose

10. Select **Notify Me** on the left side of the screen.



- 11. Under Voice Email Notifications
  - a. Check the box for Email me a notification for each message
  - b. Select **Default Subject**
  - c. Enter your email address (name@co.pg.md.us)
  - d. Check the box for *Include the recording* (if you want to be able to play the voicemail message from your email)
  - e. Click Save

User Preferences Notify Me							
To enable phone notifications, you must define a mobile phone or pager number to use. To set up your mobile phone or pager number, go to the Mobile Phone or Pager section in the General preferences.							
Phone Notifications							
Notify me when a new voice message arrives							
With a phone call to:							
With a text message or page to:							
Mobile provider: Choose One							
Only for important messages							
Ignore broadcast messages							
a							
Voice Email Notifications							
Custom subject:							
Default subject							
To email addresses:@co.pg.md.us C							
Include the recording							
Only for important messages							
Ignore broadcast messages							
Fax Fmail Notifications							
Email me a notification for each fax message sent							
To email address:							
Save							

- 12. You will see a purple message at the top of the screen stating You have updated your preferences.
- 13. Click *Logout* at the top right corner of the screen.

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