Setting up Voicemail to Email for Shoretel

If you would like to have your voicemail messages forwarded to your email account follow the steps below.

1. Go to the "preferences" in the Shoretel Communicator (either client or web)
2. Select "Voice Mail" from the menu on the left
3. Change the "Notification Delivery Option" from Disabled to:
   a. "Email notification": if you only wish to be notified that you have a new voicemail
   b. "Email wav file": if you wish to have the actual voicemail sent to your email
4. Verify that the "Deliver to email address" is correct
5. Optionally you can mark delivered voice mails as "Heard" so that the red indicator light is not lit on your phone.