

# CHECKING VOICE MESSAGES FROM YOUR E-MAIL ACCOUNT

## VOICEMAIL TO E-MAIL

As a subscriber to Baldwin Telecom voice messaging service, you can have all of the voice messages that are left on your telephone emailed to you. The messages will still be accessible from your telephone, but you can also listen to them anytime you log in to your e-mail. The best part is that all you have to do is open your e-mail! You can also choose to have your messages sent to multiple e-mail addresses, please contact your service provider for more information.

### Use it to:

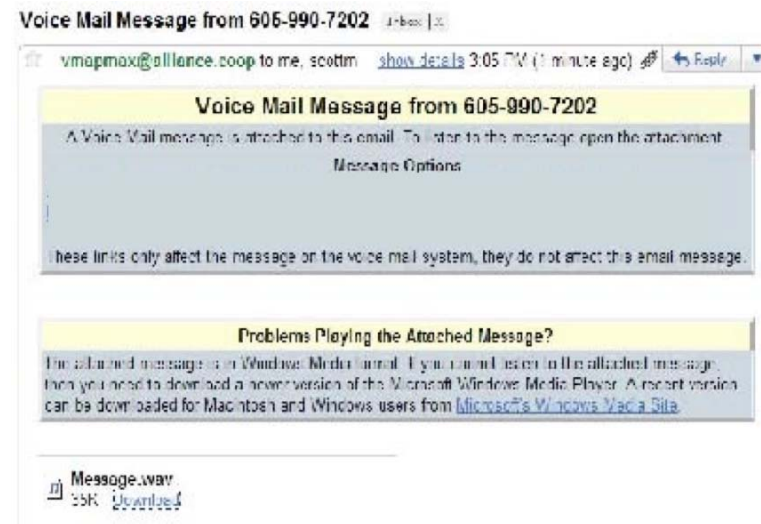
- Send reminders
- Record greetings
- Send personalized audio messages to friends and family

## LISTENING TO YOUR MESSAGES

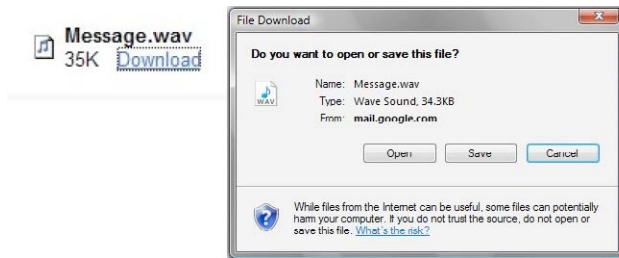
### Message Notification

If someone has left you a message on your telephone, the subject line will indicate you have a "Voice Message from.....". The paper clip indicates the voice message attachment.

Depending on your e-mail provider, clicking on a download link or musical note will open a dialog box that will give you two options, open and save.



Clicking Open will play the voice message using your media player, depending on the length of the voice message, it may take your media player a few seconds to open and play the message. If the message does not play you may have an out-dated version of media player, follow the instructions contained in the e-mail message if this occurs.



## RECORD MESSAGES WITHOUT A MICROPHONE

You can also use your voice messaging service from (service provider name here) as a recording device without the need for a microphone or sound recording software on your computer.

It's very easy:

- Call your number that has the voice messaging service from a different phone number.
- When prompted by the service, record the message that you want to save.
- You can then open the message from your e-mail and save it to your computer.

