



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 More information .	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 she close this site immediately. Close this tab More information			
4.	Click Go on to the webpage . (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. Close this tab More information Your PC doesn't trust this website's security certificate. The hostname in the website's security certificate differs from the website's site. Error Code: DLG_FLAGS_INVALID_CA DLG_FLAGS_SEC_CERT_CN_INVALID Image: Go on to the webpage (not recommended) 			

5. The logon screen will open.

a Messaging Web Access			
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		Maibox	6
		Password	
		Password	

Ма	ailbox	
Pa	ssword	
15	Remember me	-
	Log in	

- 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						
Voice Email Notifications						
Custom subject:						
Default subject						
To email addresses:						
Include the recording						
Only for important messages						
Ignore broadcast messages						
Fax Email 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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