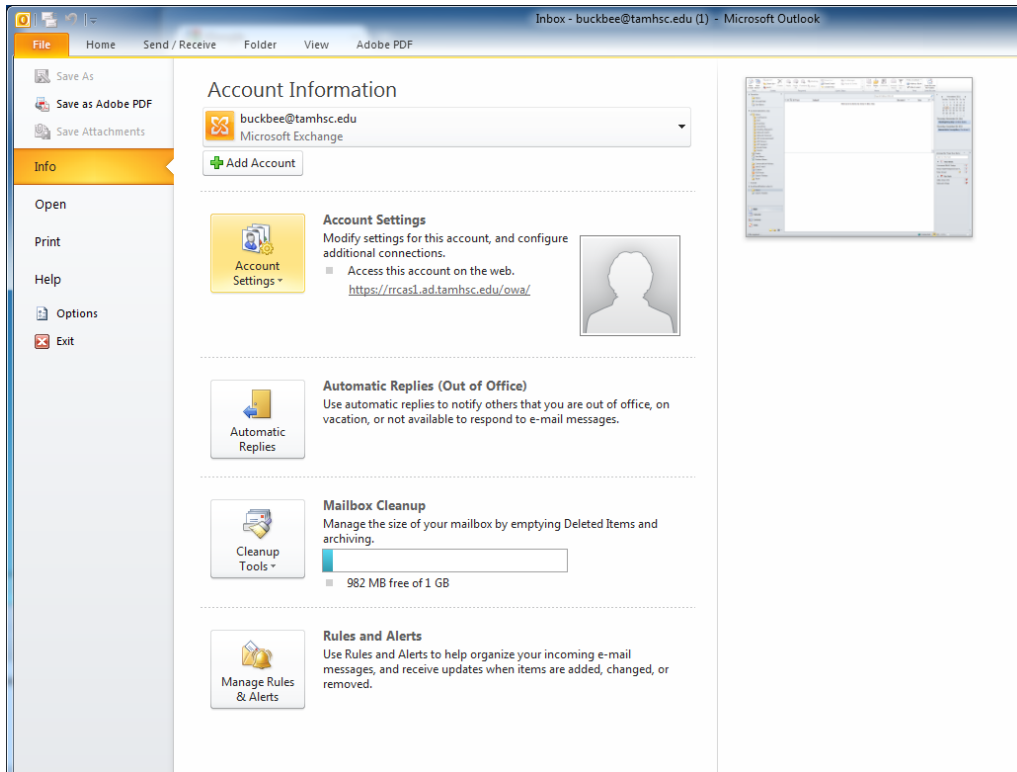
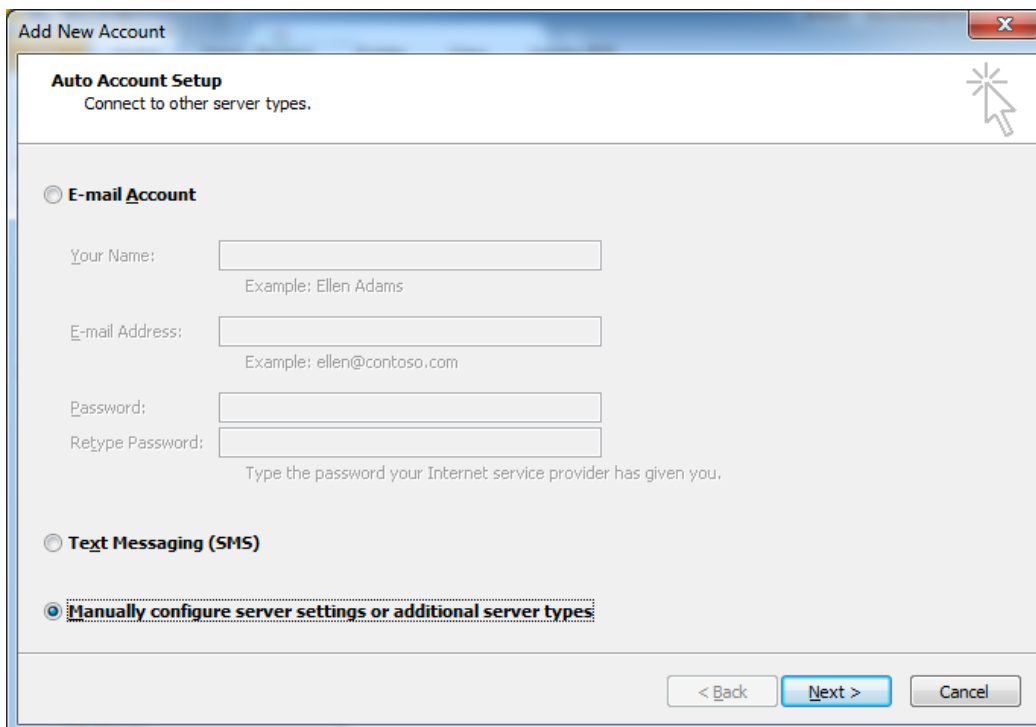


Setting up Voicemail mailbox in Outlook 2010

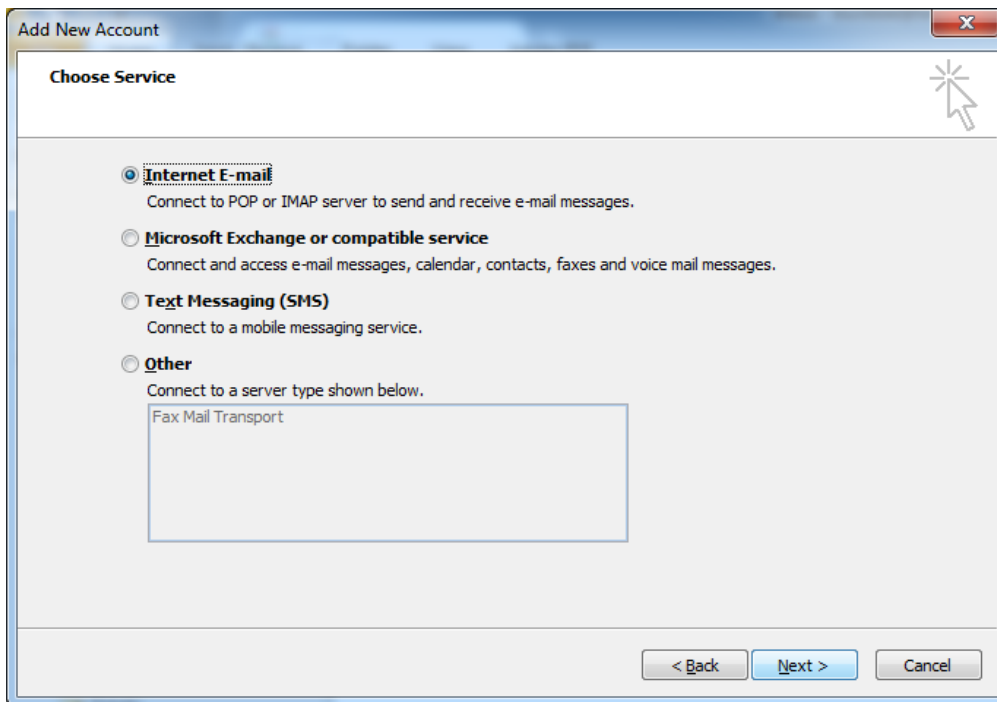
1. Open Outlook 2010 and select the **File** tab at the top of the screen:



2. Click the **Add Account** button
3. Select "Manually configure server settings or additional server types" and click **Next**:



4. Select "Internet E-mail" and click **Next**:



5. Enter the following information and then click **Next**:

Your Name – enter your name

Email Address – enter your TAMHSC email address

Account Type – click on the drop down menu and select IMAP

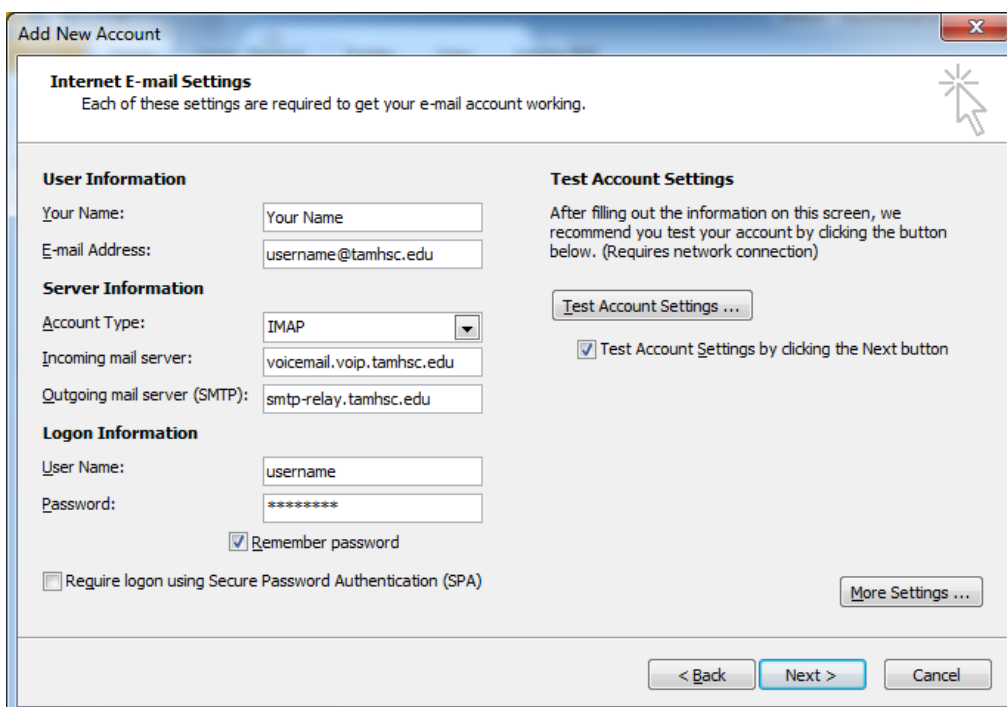
Incoming mail server – voicemail.voip.tamhsc.edu

Outgoing mail server – smtp-relay.tamhsc.edu

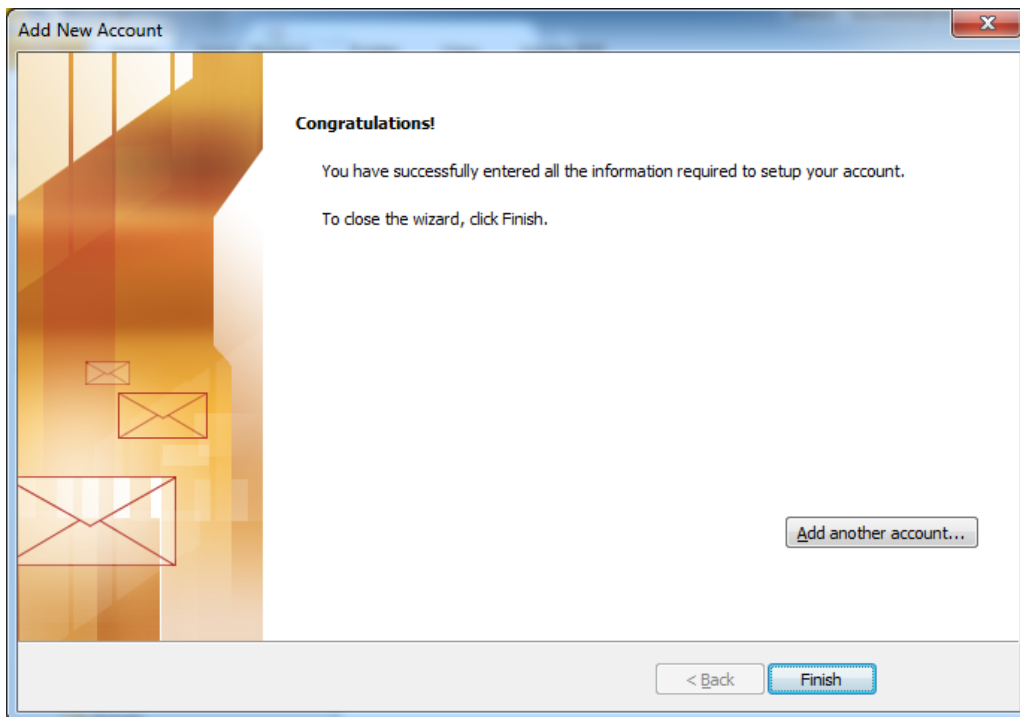
User Name – enter your TAMHSC username

Password – enter your TAMHSC password

Check the box for Remember password



6. Click on **Finish**:



7. Your voicemail mailbox will now be listed on the left hand side of your Outlook screen as an additional account. When you receive a voicemail it will show up as a new message here.

