

Forward Voicemails to Email

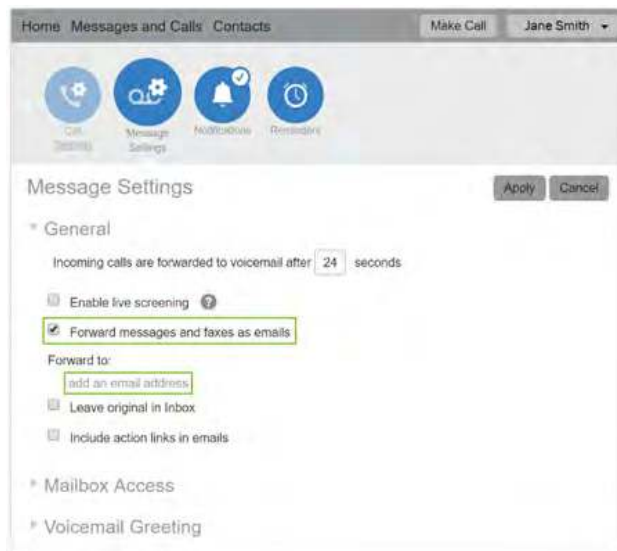


Log into your MyPhone Portal.

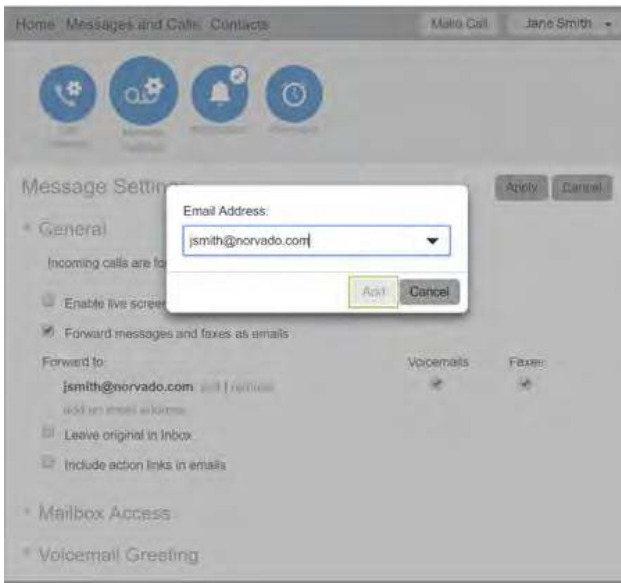
1. Click **Message Settings**.



2. Check the box for **Forward messages and faxes as emails** and click on **add an email address**.



3. Enter the email address you want the messages and faxes forwarded to.



4. Verify that the email address is correct, check the appropriate boxes and click **Apply**.



Tip: Messages and faxes can be forwarded to multiple email addresses. After following the steps to enter the first email address, simply click **add an email address** to add another email.



LOCATION

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BUSINESS HOURS

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