

## Voice Mail Notification Reference

### Selecting Notification Types (email)

1. Log in to your account at voicemail.ucdavis.edu
2. Select **Notification** in the navigation bar.
3. Select **Set Up Notification**. The Setup Notification page opens, similar to the following:

The screenshot shows the 'Setup Notification' page. At the top right, there is a 'Welcome' message and an 'Account' field. On the left, a navigation menu includes 'Settings', 'Recordings', 'Mailbox', 'Notification', and 'Logout'. The main content area is titled 'Setup Notification' and contains the following elements:

- A header: 'IMM can automatically notify you when you receive a new message. We can notify you by e-mail, or an out dial to a pager or telephone.'
- A section 'My Notification Addresses:' with a sub-section 'Email Notification:'.
- An 'Email Address' field with an 'Add' button, an 'Add Attachment' button, and a 'Remove' button.
- An 'Email Address List' dropdown menu showing 'xxxx@ucdavis.edu'.
- A 'Subject' field with the text: 'You have a new message from <<sender>>.'
- A large 'Body' text area.
- At the bottom, there are 'Reset', 'Save', and 'Cancel' buttons.

### To set notification options and suspend or resume notifications:

1. Log in to your account at voicemail.ucdavis.edu
2. Select **Notification** in the navigation bar.
3. Select **Activate Notification**. The Activate Notification page similar to the following opens:

The screenshot shows the 'Activate Notification' page. At the top, there is a 'Pause All Notifications' button with a 'Pause All' label. Below this, the page is titled 'Notification for: Voicemail'. There are two main sections:

- My Notification Choices:**
  - Notify me through Email:** Includes radio buttons for 'Off', 'If message meets my Notification Rule', and 'Every time I receive a message' (which is selected).
  - Notify me through Message Wait Indicator:** Includes radio buttons for 'Off', 'If message meets my Notification Rule', and 'Every time I receive a message' (which is selected).
- My Notification Rule:** Includes a checkbox for 'An urgent message arrives'.

At the bottom, there are 'Reset', 'Save', and 'Cancel' buttons.

4. Select the options you want for your **My Notification Choices** and click **Save**

4. If the Email Notification service is active for your account, the Email Notification section appears on the page. Enter the following:

- To send email notifications without an attachment, enter a valid email address in the **Email Address** field and click **Add**. The Email Address box updates.
- To send email notifications with a voice mail attachment, enter a subject and (optional) message body for the attachment, enter a valid email address in the **Email Address** field, and click **Add Attachment**. The Email Address box updates.

5. Click **Save**.