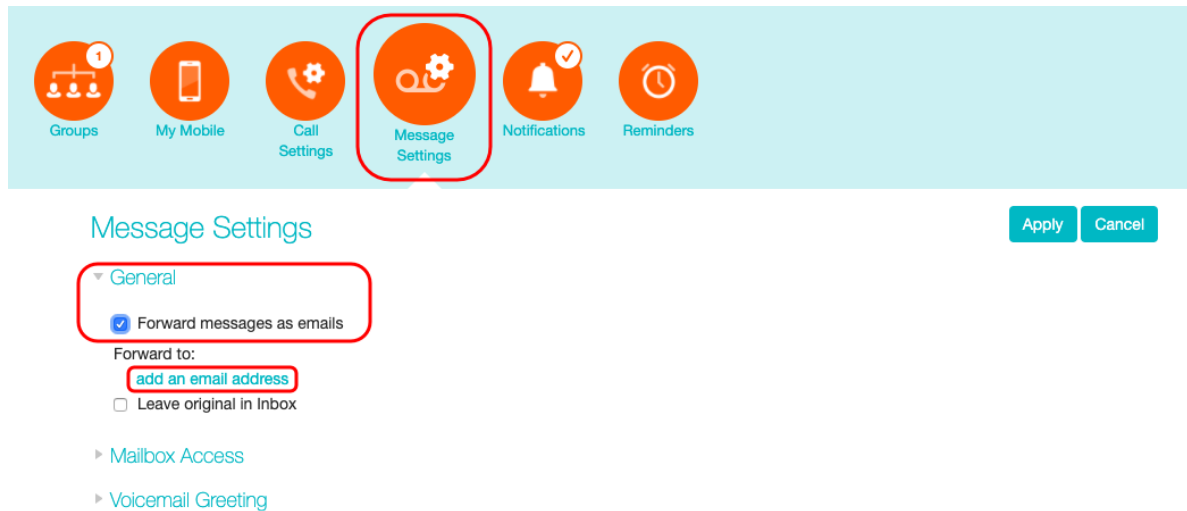


# Can I Have My Voicemails Sent As Emails?

Yes. This can be configured from the [CommPortal](#)

- Login to the [CommPortal](#) and click on **Message Settings**, in **General** section tick **Forward messages as emails** then click on **add an email address**.



Message Settings

Apply Cancel

General

☒ Forward messages as emails

Forward to:

[add an email address](#)

☐ Leave original in Inbox

Mailbox Access

Voicemail Greeting

- In the pop up window enter your email address and click **Add**.

Email Address:

Add Cancel



**TIP:** You can leave a copy of your voicemails on the server, these will still be accessible by the CommPortal and via calling the voicemail number. Tick **Leave original in Inbox**.

- Your voicemails will now be emailed to you.

🕒 Revision #7

★ Created Tue, Mar 24, 2020 8:23 AM by [Admin](#)

✎ Updated Fri, Feb 18, 2022 8:47 AM by [Admin](#)