

# Setting up E-mail Notification of Voicemail

**Note:** If you believe that you will receive HIPAA protected information on your voicemail, we would advise that you not access voicemail recordings through your e-mail. You may set up the option to be notified that you have received a voicemail, but encourage that you not receive the voicemail recording. You can then listen to the voicemail recording through the telephone system by dialing (513) 732-7650 from outside the County phone system, enter your extension number and continue as usual.

## Process to Change your Notification Preferences

**Step 1:** Go to the AVAYA Aura login page: <https://auramessaging:7443/user/login>

*You may get a message about the certificate being unsafe; continue to accept the action to proceed to the Aura site.*

**For Chrome Users:** Press the advanced button to proceed.

**For Internet Explorer Users:** Press continue to the website to proceed.

**Step 2:** Mailbox Number - Enter the last 4 digits of your work phone #.

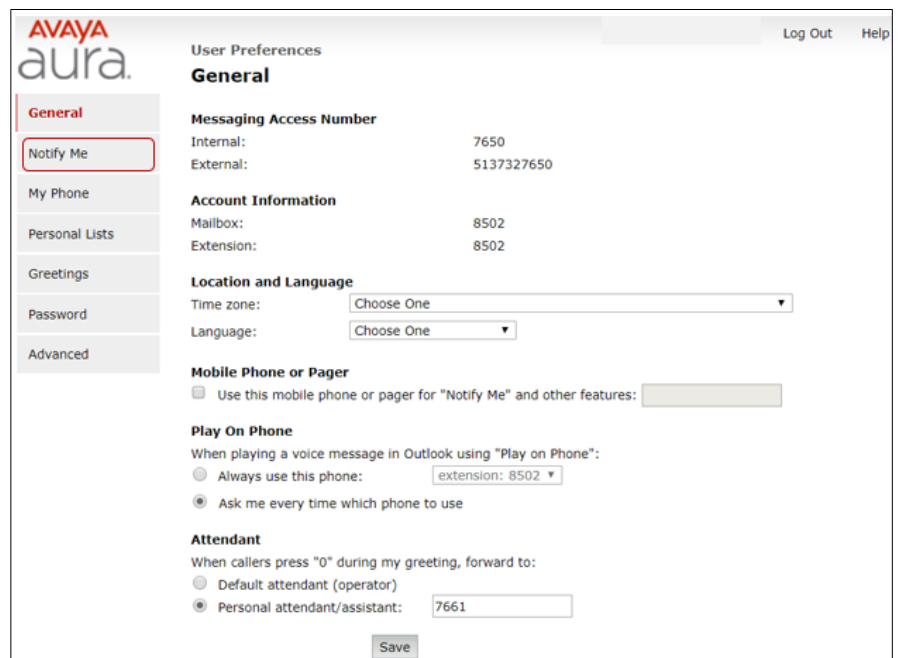
**Step 3:** Messaging Password - Enter your voicemail password.

**Step 4:** Click Log In



The screenshot shows the AVAYA aura messaging User Preferences page. It includes input fields for 'Mailbox number:' and 'Messaging password:'. A 'Log In' button is located below these fields and is circled in red. The footer contains the text '© 2010-2016 Avaya Inc. All rights reserved.'

**Step 5:** Select the "Notify Me" Tab



The screenshot shows the AVAYA aura messaging User Preferences page, General tab. The 'Notify Me' tab is selected. The page displays various settings including Messaging Access Number (Internal: 7650, External: 5137327650), Account Information (Mailbox: 8502, Extension: 8502), Location and Language (Time zone: Choose One, Language: Choose One), Mobile Phone or Pager (Use this mobile phone or pager for "Notify Me" and other features: [input field]), Play On Phone (When playing a voice message in Outlook using "Play on Phone": Always use this phone: extension: 8502, Ask me every time which phone to use), and Attendant (When callers press "0" during my greeting, forward to: Default attendant (operator), Personal attendant/assistant: 7661). A 'Save' button is located at the bottom.

**Step 6:** Select the appropriate Voice Email Notifications

**Step 7:** Click Save

**AVAYA**  
aura.

Log Out

**User Preferences**  
**Notify Me**

General  
**Notify Me**  
My Phone  
Personal Lists  
Greetings  
Password  
Advanced

*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:
  - Only for important messages
  - Ignore broadcast messages

**Voice Email Notifications**

- Email me a notification for each voice message
  - Custom subject:
  - Default subject
  - To email addresses:
  - Include the recording
  - Only for important messages
  - Ignore broadcast messages

**\*If you receive HIPAA information, do not check the "Include the recording" button\***

Save