From a phone that is not UM-enabled

Dial the Outlook Voice Access Number

From a phone that is UM-enabled

Welcome Menu

# nnnnnn	Contact Someone Mailbox Extension

Welcome Menu

Enter your PIN and press #. If this is not your mailbox, press *.

If you choose to access your voice mail without a PIN, this is skipped. If you choose e-mail, calendar, or personal contacts you'll be prompted for a PIN.

"You have 1 new voice message, 10 new e-mail messages, and your next meeting is at 10:00 A.M."

Main Menu

Keys	Option
1	Listen to Voice Messages
2	Listen to E-Mail Messages
3	Hear Calendar Options
4	Find a Contact
5	Compose a Voice Message
6	Change Personal Options
7	Turn Off Telephone Greeting (that lets people know you're away) Option is available when they are turned on.
0	Repeat Menu

From the voice user interface

Key	Option
0	Repeat Menu
1	Turn On/Off Telephone Greeting (that lets people know you're away)
2	Record Greetings
3	Change Your PIN
4	Change to the Voice User Interface
5	Change the Local Time Zone
6	Use the 12- or 24-Hour Time Format
*	Return to Main Menu

To the voice user interface

Confirm Greeting

Turn On/Off Your Status

Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 1-5-3-0.

From the voice user interface

Directory

Keys	Option
[abc...]	Spell Contact Name
#	Enter Mailbox Extension
0	Transfer to Operator

Ring Phone

Press # to leave message

Personal Contacts

Keys	Option
[abc..]	Spell Contact Name
00	Search Directory

Play Voice Message Summary

Voice Message: *Priority, From, Date, Message Body*

Play E-Mail Messages and Calendar Items

E-Mail Message: *Priority, From, Date, Message Body*

Meeting Request: *Priority, Date, From, Message Body*

Play Meeting Summary

Meeting Request: *Organizer, Time, Location, and Subject*

After Listening to the Meeting Summary

Keys	Option
#	Next Message
##	Next Day
0	Repeat
00	More Options
1	Replay
11	Previous Meeting
2	Call Location
22	Call Organizer
3	I'll Be Late
4	Accept/Tentative Accept
5	Meeting Details
55	Attendance Details
6	Forward
7	Decline /Cancel
77	Clear My Calendar
8	Reply
88	Reply All

Available While Listening to the Voice Messsage

Keys	Option
#	Next Message
0	All Playback Menu Options
1	Rewind
11	Beginning
2	Pause
3	Fast Forward
33	End
4	Slower
44	Flag for Follow-Up
5	Envelope Information
6	Faster
7	Delete
8	Reply
9	Mark as Unread

Available While Listening to E-mail Messages

Keys	Option
#	Next Message
##	Next Unread Message
0	All Playback Menu Options
1	Rewind
11	Beginning
2	Pause
3	Fast Forward
4	Slower
44	Flag for Follow-Up
5	Envelope Information
55	Next Language
6	Faster
7	Delete
77	Delete Conversation
8	Reply
88	Reply All
9	Mark as Unread
99	Hide Conversation

After Listening to the Voice Message

Keys	Option
#	Next Message
1	Replay
11	Previous Message
2	Call
44	Flag for Follow-Up
5	Envelope Information
6	Forward
7	Delete
8	Reply
9	Mark as Unread
*	Exit
0	Repeat this Menu
00	Return to previous/More Options

After Listening to E-mail Message

Keys	Option
#	Next Message
##	Next Unread
1	Replay
11	Previous Message
2	Call
4	Accept
44	Flag for Follow-Up
55	Next Language
5	Envelope Information
6	Forward
7	Delete
77	Delete Conversation
*7	To Un-Delete
8	Reply
88	Reply All
9	Mark as Unread
99	Hide Conversation
*	Exit
0	Repeat this Menu
00	Return to previous/More Options

Record or Add/Remove Recipients

Keys	Option
1	Record
2	Add Recipient
3	Remove Recipient

Contact Details

Name
Address
Mobile Number
Office Number
E-Mail Address

Contact Options

Keys	Option
1	Replay Details
2	Call
3	Send Message
4	Find Another Contact
*	Cancel

If # is pressed after recording

Keys	Option
1#	Accept and Send
11	Accept and Mark with High Importance
12	Accept and Mark as Private
2	Replay
3	Erase and Re-record
4	Continue Recording
*	Cancel
0	Repeat Menu

Available at All Times

Keys	Option
0	Repeat Menu
00	More Options
*	Cancel or Main Menu

Use the Keypad to Spell

Quick Start Guide for Outlook Voice Access

Touchtone User Interface

From a phone that is not UM-enabled

Dial the Outlook Voice Access Number

From a phone that is UM-enabled

Welcome Menu

# nnnnnn	Contact Someone Mailbox Extension

Go to the touchtone interface

Welcome Menu

Enter your PIN and press #. If this is not your mailbox, press *.

If you choose to access your voice mail without a PIN, this is skipped. If you choose e-mail, calendar, or personal contacts you'll be prompted for a PIN.

"You have 1 new voice message, 10 new e-mail messages, and your next meeting is at 10:00 A.M."

From the touchtone interface

Main Menu

You can say :

- "Voice Mail"
- "E-Mail"
- "Calendar"
- "Personal Contacts"
- "Directory"
- "Personal Options"

Press 0 to go to the touchtone interface

Go to touchtone interface

Key	Option
0	Repeat Menu
1	Turn On/Off Telephone Greeting (that lets people know you're away)
2	Record Greetings
3	Change Your PIN
4	Change to the Touchtone User Interface
5	Change the Local Time Zone
6	Use the 12- or 24-Hour Time Format
*	Return to Main Menu

Confirm Greeting → Turn On/Off Your Status

Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 1-5-3-0.

Directory / Personal Contacts

Say the name of the contact

Play Voice Message Summary

Voice Message: *Priority, From, Date, Message Body*

Play E-Mail Messages and Calendar Items

E-Mail Message: *Priority, From, Date, Message Body*

Meeting Request: *Priority, Date, From, Message Body*

Play Meeting Summary

Meeting Request: *Organizer, Time, Location, and Subject*

Say What Day

For example, you can say:
"Today's Calendar"
"Tomorrow's Calendar"
"Monday's Calendar"
"Calendar for March 15th"

Contact Options

- "Call the Office"
- "Call the Mobile Number"
- "Send a Message"
- "Find Another Contact"
- "Play Details"

Record

Record the message, then press # and say:
"Send It"
"Send It with High Importance"
"Send It Marked as Private"
"Play It Back"
"Start Over"
"Cancel"

Contact Details

Personal Contact:
Business Address
Home Address
Other Address
Mobile Phone Number
Business Phone Number
Home Phone Number
E -Mail One
E -Mail Two
E -Mail Three

Directory Contact:
Office Phone Number
Location
First part of the E-Mail Address

Available During Voice Mail Playback

"Next Message"
"Next Unread"
"Previous"
"End"
"Play Header"
"Mark as New" (Unread)
"Forward"
"Reply"
"Reply All"
"Flag for Follow-Up"
"Call"
"Delete"
"Rewind"
"Fast Forward"
"Slow Down"
"Faster"
"Pause"
"Find by Name"

*Touchtone commands are also available during playback.

Forward

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Forward to [directory name]" or "Forward to a personal contact".

Find By Name

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Find message from [directory name]".

Available During E-Mail and Meeting Request Playback

"Next Message"
"Next Unread"
"Previous"
"End"
"Read the Header"
"Accept"
"Decline"
"Tentatively Accept"
"Forward"
"Reply"
"Reply All"
"Flag for Follow-Up"
"Mark As Unread"
"Delete Conversation"
"Hide Conversation"
"Call"
"Delete"
"Rewind"
"Fast Forward"
"Slow Down"
"Faster"
"Pause"
"Select Language"
"Find by Name"

*Touchtone commands are also available during playback.

Forward

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Forward to [directory name]" or "Forward to a personal contact ".

Find By Name

Say [the person's name from the directory] or say "Personal Contact".

For example, you can also say, "Find messages from [directory name]".

Ring Phone

For the Meeting You Are Currently Listening To

You can say:
"Next Message"
"Next Day"
"Replay"
"Previous Meeting"
"Call Location"
"Call Organizer"
"I'll Be Late"
"Accept/Tentative Accept
"Decline/Cancel"
"Clear My Calendar"
"Meeting Details"
"Attendance Details"
"Reply"
"Reply All"
"Forward"
"Select Language"
"First or Last"

Clear My Calendar

Starting with the current appointment you can say :
A time – for example, "3:30 P.M"
A number of days – for example, "2 days"

I'll Be Late

For example, you can say: "I'll be 3 minutes late", "10 to 15, minutes" or "I don't know".

Available at All Times

"Main Menu"
"Repeat Menu"
"More Options"
"Cancel"
"Help"

Use the Keypad to Spell

Quick Start Guide for Outlook Voice Access

Voice User Interface