To receive email notifications of your voicemails in email do the following:

Open a browser and go to: vmail.its.ms.gov

You should now see this screen:



Click on the button labeled "UC" then you'll see the screen below:

Please provide a or mailbox numb	ssigned user na	me or mailbox nun	
or 1000@1)	er with company	information (e.g.	nber 1000
User name:			
Password:			

Login with your "User Name" which is your phone number and the "Password" is the password you previously changed when first signing into this website.

Click on the "Message Forwarding" option in the "Messaging" block:



You will see the following screen:

		×
Message Forwarding		
Add new forwarding address	C Options Close	
D Address		Forward Type

Check to make sure you do not have a listing for forwarding your voicemail to email under the "Address" and "Forward Type" header.

If you choose to add the forward to email option then click on the button "Add new forwarding address" and the following screen will display:

	×
Messaging » Message Forwarding Address	
Save and Close	
Disable	
Send to specified destination	
8./ B	
If using Unified Messaging, e-mail address entered cannot be the same as Corporate e-mail. Oprint to server's default printer Oprint to fax	
Forward Type: Relay 🗸	
Message Type: Email Fax Voice Missed Calls	
Voice Format: MPEG-1 Audio Layer 3 (MP3) 🗸	
Fax Format: TIFF 🗸	
After: include attachment(s)	
	_

Type your email address in the "send to specified destination" field. Click on the checkbox labeled "Voice" in the "Message Type" section and click the "include attachment(s)" checkbox at the bottom.

Click the "Save and Close" button at the top.

You should now receive an email notification with any new voicemail and that voicemail should be attached to the email.