In Outlook, voice messages are displayed with a Messaging toolbar with the following options:

- To play back a message on your PC without opening a media player, click **Play on PC**. You can use the pause, stop, skip back, and skip forward buttons when the message is played.

- To play back a message on your desk phone or any other phone, click **Play on Phone**.

- To reply to a voice message with a voice recording using any phone, click **Voice Reply**.

- To forward a voice message to someone else, with a newly recorded introduction, using any phone, click **Voice Forward**.

- To call the sender of the voice message from any phone, click **Call Sender**. When you pick up the phone, the sender’s caller ID (shown in the subject line) is dialed automatically.

**USER PREFERENCES**

For User Preferences, go to: [http://avayamsg/user](http://avayamsg/user) or to the URL specified by your administrator.

**Managing features**
- To enable/disable Notify Me, press **4 – 1 – 1**
- To enable/disable Reach Me, press **4 – 1 – 2**

**Managing administrative options**
- To change your password, press **4 – 2 – 1**
- To turn the Date and time playback on/off, press **4 – 2 – 4**

**Managing greetings**
- To manage a Personal greeting, press **4 – 3 – 1**
- To manage an Extended absence greeting, press **4 – 3 – 2**
- To manage a Name, press **3 – 3 – 3**

**Managing personal greetings**
- To manage a standard system greeting, press **4 – 3 – 1 – 1**
- To manage an Away from phone Personal greeting, press **4 – 3 – 1 – 2 – 1**
- To manage a Busy greeting, press **4 – 3 – 1 – 2 – 2**