

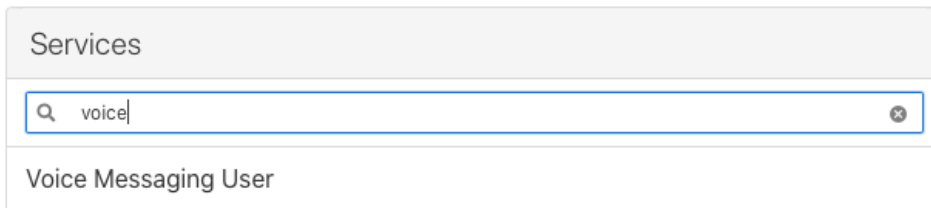
Forwarding Voicemail to Email (Polycom)

Summary

Polycom phones can be forwarded so that messages are also received as .wav files in an email.

Forwarding Process

1. Open a web browser (chrome, firefox, etc.) and navigate to portal.bwsip.com.
2. Login with your web portal username (i.e. 6516352376) and password (contact the ITS Help Desk if you do not have a password). If it is the first time you are accessing the page, please call the ITS Help Desk and we will provide a password.
3. In the right hand column, search for Voice Messaging User and select that option.

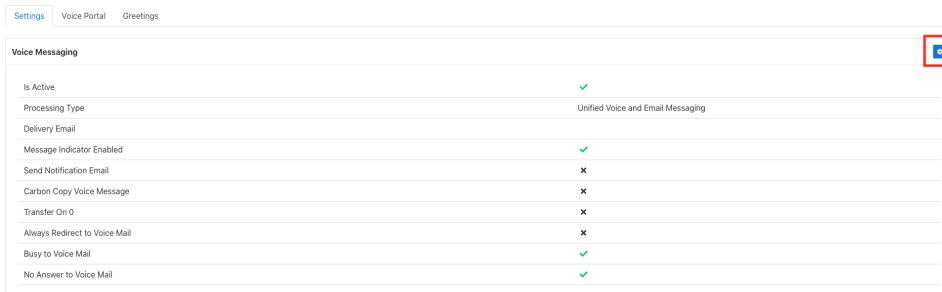


Services

voice

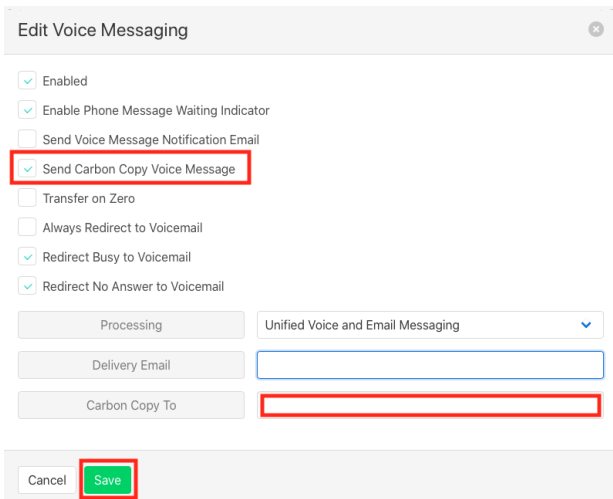
Voice Messaging User

4. Click the gear icon in the upper right hand corner.



Setting	Status
Is Active	✓
Processing Type	Unified Voice and Email Messaging
Delivery Email	
Message Indicator Enabled	✓
Send Notification Email	x
Carbon Copy Voice Message	x
Transfer On 0	x
Always Redirect to Voice Mail	x
Busy to Voice Mail	✓
No Answer to Voice Mail	✓

5. Enable "Send Carbon Copy Voice Message" and then input your email in the address field and click Save.



Edit Voice Messaging

Enabled

Enable Phone Message Waiting Indicator

Send Voice Message Notification Email

Send Carbon Copy Voice Message

Transfer on Zero

Always Redirect to Voicemail

Redirect Busy to Voicemail

Redirect No Answer to Voicemail

Processing: Unified Voice and Email Messaging

Delivery Email: [Empty Field]

Carbon Copy To: [Empty Field]

Cancel Save