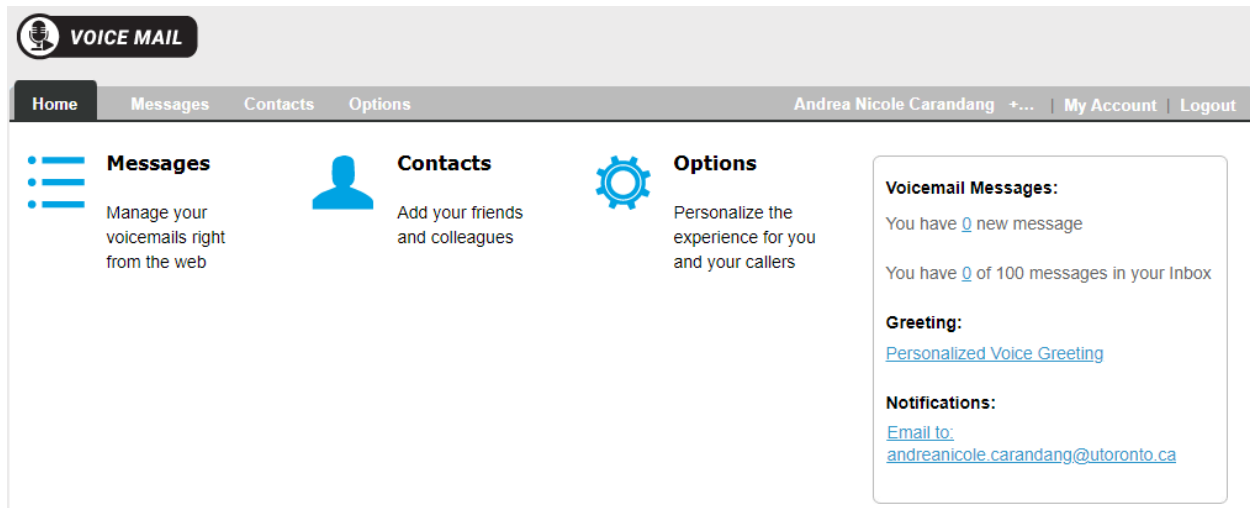


Appendix G: Voicemail Setup Guide

Setting up voicemail notifications

Accessing Voicemails Online

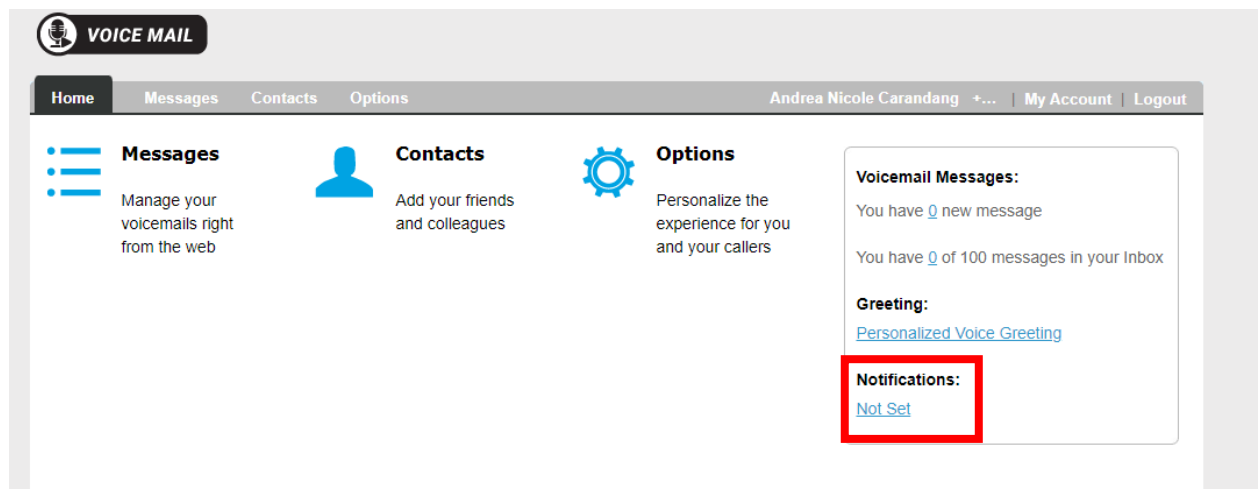
1. Log in to <https://voicemail.telogiks.ca/> with the voicemail number and pin provided
2. Click on “Messages” to access any voicemails online.



If the user wants to set up email notifications for voicemail, the instructions on how to do so are on the next page.

Setting up Voicemail Email Notifications

1. Log in to <https://voicemail.telogiks.ca/> with the voicemail number and pin provided
2. On the home page, click on “Not Set” under Notifications:



3. Under Notifications, click on the box beside “Email” and enter the email address.

- To receive a copy of the voicemail with the email notification, click on “Attach courtesy copy of message to email notification.” NB: this does not mark the voicemail as listened to on the phone.
- Click on “Update” to save.

Notifications

We can notify you when a message is left in your mailbox.

Email e.g. you@your_isp.com, separate multiple addresses with a comma or spaces
 Attach courtesy copy of message to email notification

SMS/Text Msg Enter your mobile number

Phone Enter your phone number. For international numbers, use “+” followed by the country code.
 Only notify for messages marked urgent

Check the days of the week and the times during which you want to be notified by phone.

Days S M T W T F S
Times All Day 12 :00 AM And 12 :00 AM

Also Notify Me When My Caller Does Not Leave Me a Message Notification by Email and/or SMS only

Update

Cancel