Quick Start Guide for Outlook Voice Access

Voice User Interface

Welcome Menu
- Contact Someone
- Mailbox Extension
- Directory / Personal Contacts
- Say the name of the contact
- Personal Options
- Go to the touchtone interface

Main Menu
- You can say:
  - "Voice Mail"
  - "E-Mail"
  - "Calendar"
  - "Personal Contacts"
  - "Directory"
  - "Personal Options"
- Press it to go to the touchtone interface
- Go to touchtone interface
- 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."

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"

For the Meeting You Are Currently Listening To
- You can say:
  - "Next Message"
  - "Next Day"
  - "Reply"
  - "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”

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"

Available During E-Mail and Meeting Request Playback
- "Next Message"
- "Next Unread"
- "Previous"
- "End"
- "Play Header"
- "Forward"
- "Select Language"
- "Send It with High Importance"
- "Send It Marked as Private"
- "Cancel"
- "Rewind"
- "Fast Forward"
- "Stop"
- "Forward"
- "Pause"
- "Play Header"
- "Start Over"

Available During Voice Mail Playback
- "Next Message"
- "Next Unread"
- "Previous"
- "End"
- "Play Header"
- "Forward"
- "Select Language"
- "Send It with High Importance"
- "Send It Marked as Private"
- "Cancel"
- "Rewind"
- "Fast Forward"
- "Stop"
- "Forward"
- "Pause"
- "Play Header"
- "Start Over"

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

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".
- For example, you can also say, "Find messages from [directory name]".
- Available at All Times
- "Send It"
- "Send It with High Importance"
- "Send It Marked as Private"
- "Cancel"
- "Forward"
- "Pause"
- "Rewind"
- "Fast Forward"
- "Stop"
- "Forward"
- "Pause"
- "Play Header"
- "Start Over"

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

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

Contact Options
- "Call the Office"
- "Call the Mobile Number"
- "Send a Message"
- "Find Another Contact"
- "Play Details"
- "Repeat Menu"
- "Turn On/Off Automatic Replies"
- "Go to the touchtone interface"

Key Option
- 0 - Repeat Menu
- 1 - Turn On/Off Telephone Greeting
- 2 - Record Greetings
- 3 - Change Your PIN
- 4 - Change to the Touchtone User Interface
- 5 - Change the Local Time Zone
- 6 - Use the 24-Hour Time Format
- 7 - Return to Main Menu
- 8 - Return to Main Menu

Reference Chart
- Time Format
- Use the 12- or 24-Hour
- Change the Local Time Zone
- Change to the Touchtone
- Change Your PIN
- Record Greetings (that lets people know you’re away)
- Press 0 to go to the touchtone interface

Ring Phone
- Confirm Greeting
- Turn On/Off Automatic Replies
- Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 1-5-3-0.