

Setting up User Preferences in AAM – Avaya Aura Messaging

NOTE: A secure connection to the USC network is required to access Avaya Aura Messaging User Preference page.

1. Log in to the user interface at <https://clv-aam-mss-msg.usc.edu:7443/user/login> with your extension and voicemail password (ignore error messages/certificate problems, click to continue)

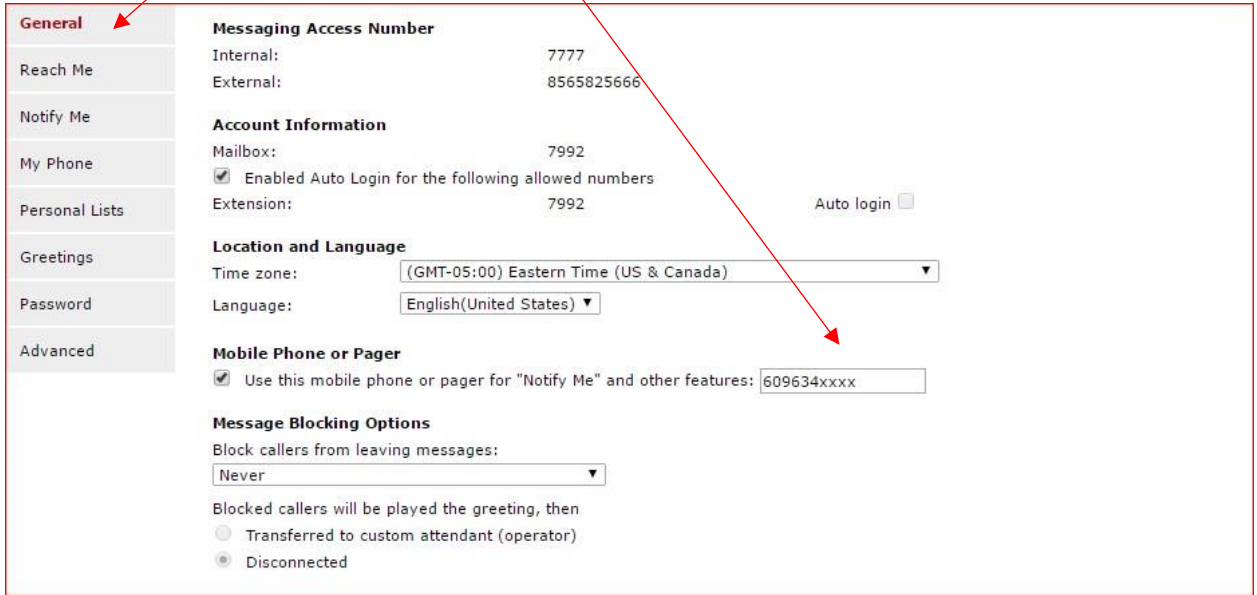


The screenshot shows the Avaya Aura Messaging User Preferences login page. At the top left is the Avaya logo, followed by "aura." and "messaging". Below this is the heading "User Preferences". There are two input fields: "Mailbox number:" with a placeholder "7xxx" and "Messaging password:" with four dots. A "Log In" button is positioned below the password field. At the bottom center, there is a copyright notice: "© 2010-2014 Avaya Inc. All rights reserved."

You can set up your account to send a notification to your Outlook account when you receive a voicemail message. The email will come from “Avaya Aura Messaging” and the subject will be “Voice Message from

You can also set up your voicemail to notify you with a text message to your cell phone, along w/a link to dial directly into your voicemail account.

2. On the GENERAL tab, enter your cell phone number if you would like to be



The screenshot shows a user profile settings page with a sidebar on the left and a main content area on the right. The sidebar has a 'General' tab selected, indicated by a red arrow. The main content area is divided into several sections: 'Messaging Access Number', 'Account Information', 'Location and Language', 'Mobile Phone or Pager', and 'Message Blocking Options'. A red arrow points from the instruction above to the 'Mobile Phone or Pager' section, specifically to the input field containing '609634xxxx'. The 'Auto login' checkbox is also visible.

General	Messaging Access Number
Reach Me	Internal: 7777
Notify Me	External: 8565825666
My Phone	Account Information
Personal Lists	Mailbox: 7992
Greetings	<input checked="" type="checkbox"/> Enabled Auto Login for the following allowed numbers
Password	Extension: 7992 <input type="checkbox"/> Auto login
Advanced	Location and Language
	Time zone: (GMT-05:00) Eastern Time (US & Canada)
	Language: English(United States)
	Mobile Phone or Pager
	<input checked="" type="checkbox"/> Use this mobile phone or pager for "Notify Me" and other features: 609634xxxx
	Message Blocking Options
	Block callers from leaving messages: Never
	Blocked callers will be played the greeting, then
	<input type="radio"/> Transferred to custom attendant (operator)
	<input checked="" type="radio"/> Disconnected

notified by text or a phone call when you have a voicemail message

- On the NOTIFY ME tab, fill out the required information (cell provider) for phone notification (a phone call or a text)

Here you can set up the notification to your USC Outlook account NetID@usc.edu

- On the GREETINGS tab, you can pre-record and manage multiple greetings

Greeting number	Description	Play	Record	Active	All/ Internal/ External	All/ Office Hours/ Out of Office Hours	All/ Busy/ No Answer
2	OUT OF THE OFFICE			<input checked="" type="checkbox"/>	All	All	All
4		N/A		<input type="checkbox"/>	All	All	All
5		N/A		<input type="checkbox"/>	All	All	All
6		N/A		<input type="checkbox"/>	All	All	All
8		N/A		<input type="checkbox"/>	All	All	All
9				<input type="checkbox"/>	All	All	All
1	Vacation Sept 2016			<input type="checkbox"/>	All	All	All
3	Holiday 2016			<input type="checkbox"/>	All	All	All
7	In Service 2016			<input type="checkbox"/>	All	All	All

- On the PERSONAL LISTS tab, you can set up distribution lists to send a group

voicemail message

AVAYA
aura.

DEBBIE BROWN (7992) Log Out Help

User Preferences

Personal Lists

General
Reach Me
Notify Me
My Phone
Personal Lists
Greetings
Password
[Advanced](#)

Personal Lists
Use personal distribution lists to send voice messages to multiple recipients.

Personal list: Choose One

List name:

List number: Choose One

Members:

Member Name:	Mailbox:
No Records Found	

New member (mailbox):