Setting Up Your Voicemail to Email is as Easy 1, 2, 3
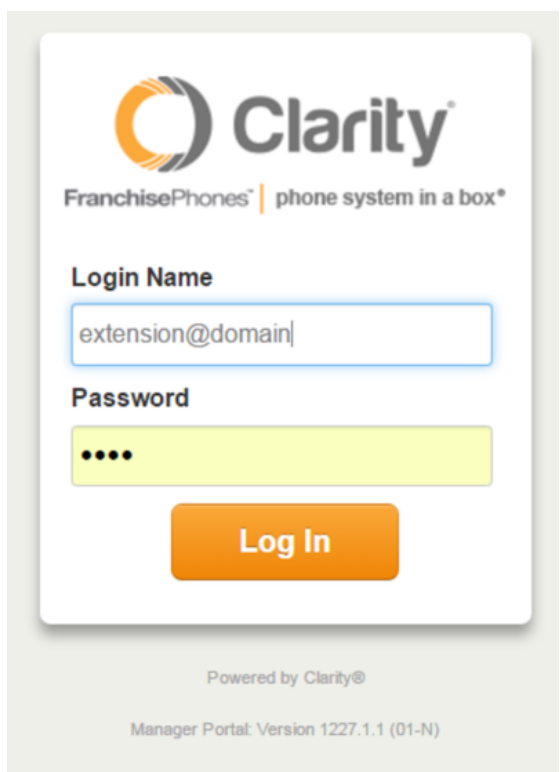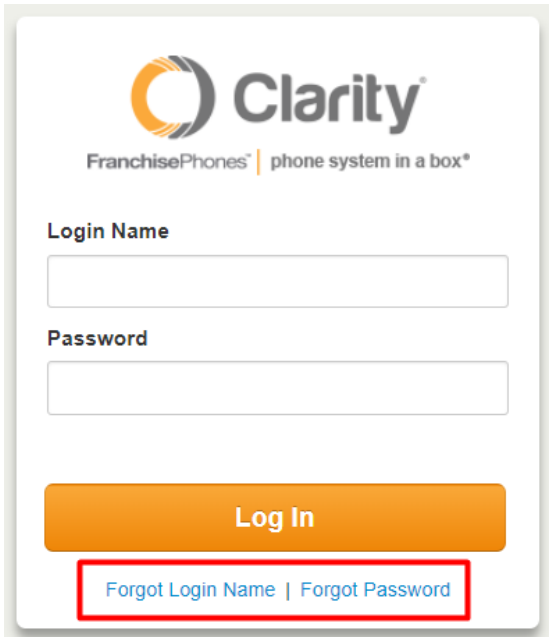
1. Navigate to **portal.clarityvoice.com**, you should see the login page:
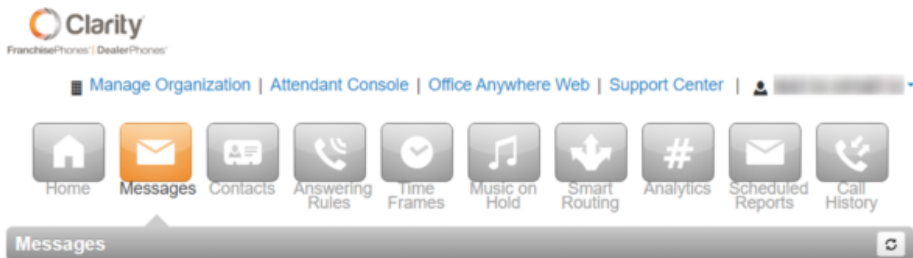

2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login**.

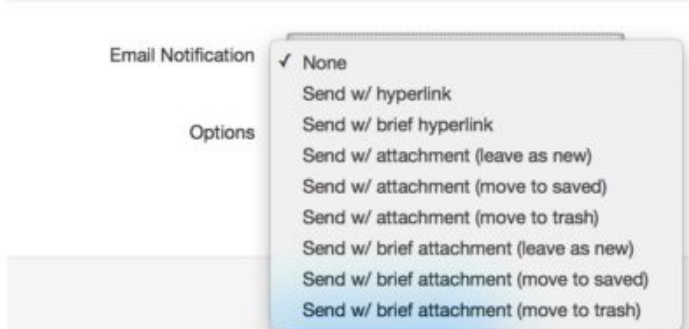3. The main landing page has several tabs, click the **Messages** tab.

4. Next, click on the **Settings** sub tab under the Messages tab.
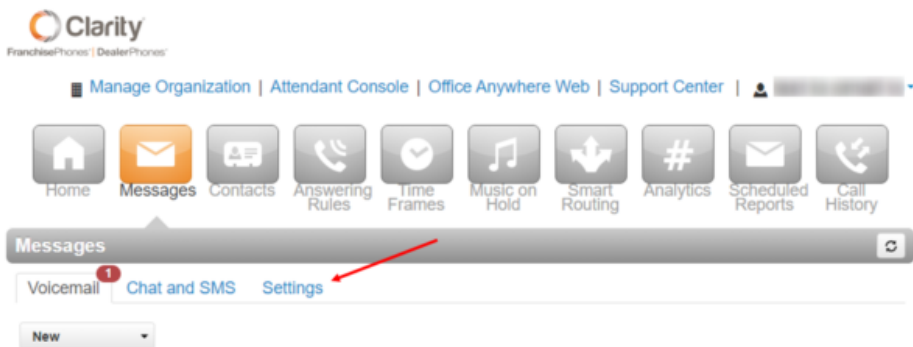
5. Scroll down to the **Unified Messaging**, and click the drop-down menu for **Email Notification.**
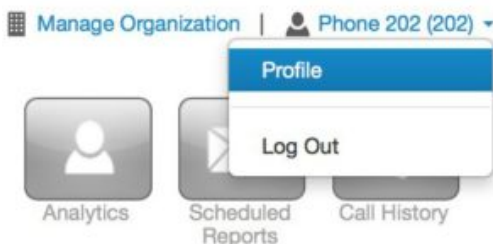
Unified Messaging

Email Notification

✓ None
Send w/ hyperlink
Send w/ brief hyperlink

Options

Send w/ attachment (leave as new)
Send w/ attachment (move to saved)
Send w/ attachment (move to trash)
Send w/ brief attachment (leave as new)
Send w/ brief attachment (move to saved)
Send w/ brief attachment (move to trash)

6. Select the desired notification type and click **Save**.

- **Send w/hyperlink** – sends a detailed link to the web Portal, leaves a copy on the phone.
- **Send w/ brief hyperlink** – sends short link to the web Portal, leaves a copy on the phone.
- **Send w/ attachment (leave as new)** – leaves the voicemail on the phone, which will have a message waiting indicator.
- **Send w/ attachment (move to saved)** – moves the message to a saved folder, the phone will not have a message waiting indicator. There is a 25MB limit to Saved Voicemail.
- **Send w/ attachment (move to trash)** – moves the message to the trash, which is permanently deleted after 24 hours. The phone will not have a message waiting indicator.

7. Lastly, we need to setup which email should receive the notifications. Click the Profile button in the top right. ***NOTE:** You can also receive email notifications via SMS text message. To do this, look up your carrier's SMS email gateway and use it as your email. It will look something like: 1234567890@txt.carrier.com

Manage Organization | 👤 Phone 202 (202) ▾

Profile

Log Out

Analytics   Scheduled   Call History
               Reports

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8. Enter the email address you would like to use for notifications. To add additional emails, press the **+** button. When you're done, click **Save**.

Profile

First Name	Joe
Last Name	Smith
Timezone	US/Pacific
Email Address(es)	jsmith@business.com ⊕

9. You're all done! You will now receive an email notification to the specified email(s) when you receive a voicemail.

If you have any additional questions or require additional assistance, please contact Support at 800.676.3995. We are available 8 AM to 9 PM EST, Monday through Friday. Or, feel free to contact us on our support page at: https://clarityvoice.com/support/

CLICK HERE FOR MORE CLARITY QUICK TIPS!

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