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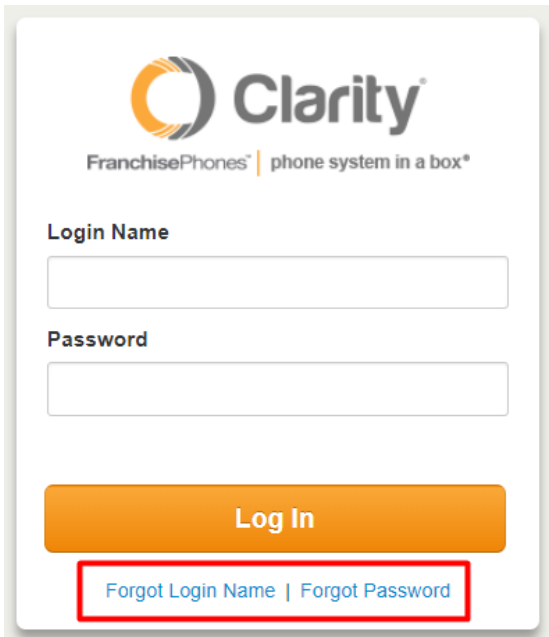
1. Navigate to **portal.clarityvoice.com**, you should see the login page:
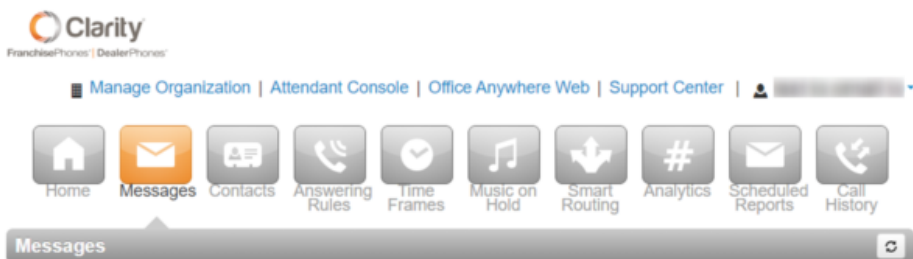

2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login**.

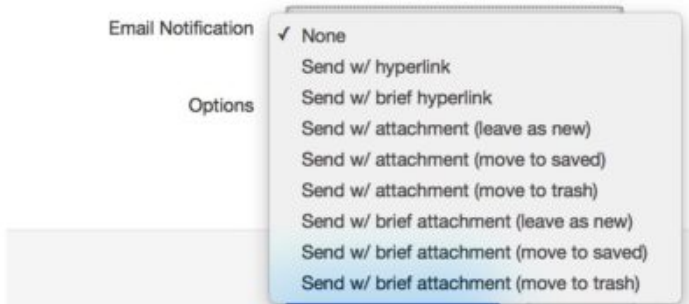3. The main landing page has several tabs, click the **Messages** tab.

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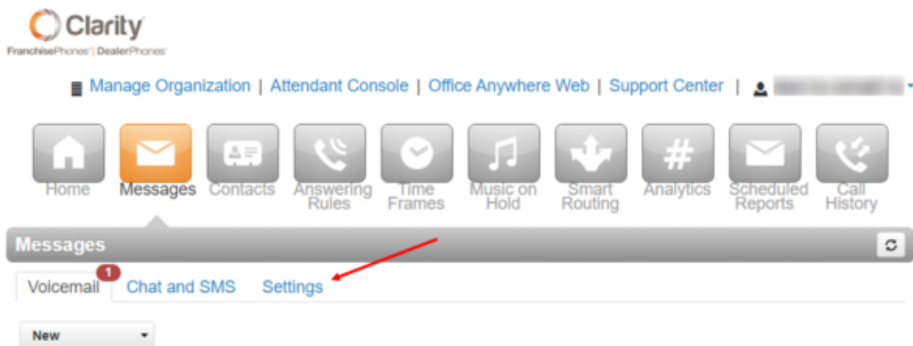
5. Scroll down to the **Unified Messaging**, and click the drop-down menu for **Email Notification.**

Unified Messaging

Email Notification | ✓ None
Options | Send w/ hyperlink
Send w/ brief hyperlink
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 plain URL to the email address which links to a download page for the voicemail file, leaves a copy on the phone.
- **Send w/ brief hyperlink** – sends a more 'graphical' / "pretty" URL to the email address which links to a download page for the voicemail file, 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.
- **Send with brief attachment (leave as new)** – sends a plain URL to the email address which links to a download page for the voicemail file, leaves the voicemail on the phone, which will have a message waiting indicator.

7. Lastly, we need to setup the cell number that should receive the notifications. Click the **Profile** button in the top right.

▦ Manage Organization | 👤 Phone 202 (202) ▾

Profile

Log Out

Analytics   Scheduled   Call History
             Reports

8. You should now see this screen:

Clarity

Profile

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

9. Your cell phone carrier uses an SMS gate way that looks like an email. This allows your cell phone to receive the notifications. To figure out your SMS gateway, use this list of common gateways and find your cell carrier. If it is not listed, Google your carrier name and "SMS gateway".

Alltel - sms.alltelwireless.com
AT&T - txt.att.net
Sprint - messaging.sprintpcs.com
T-Mobile - tmomail.net
Verizon Wireless - vtext.com

10. In the email field, enter your 10-digit cell phone number and your SMS gateway as follows: **1234567890@txt.example.com**

Profile

First Name: Joe
Last Name: Smith
Timezone: US/Pacific
Email Address(es): 2345678990@txt.example.com

11. Click the **Save** button, and you're done!

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!