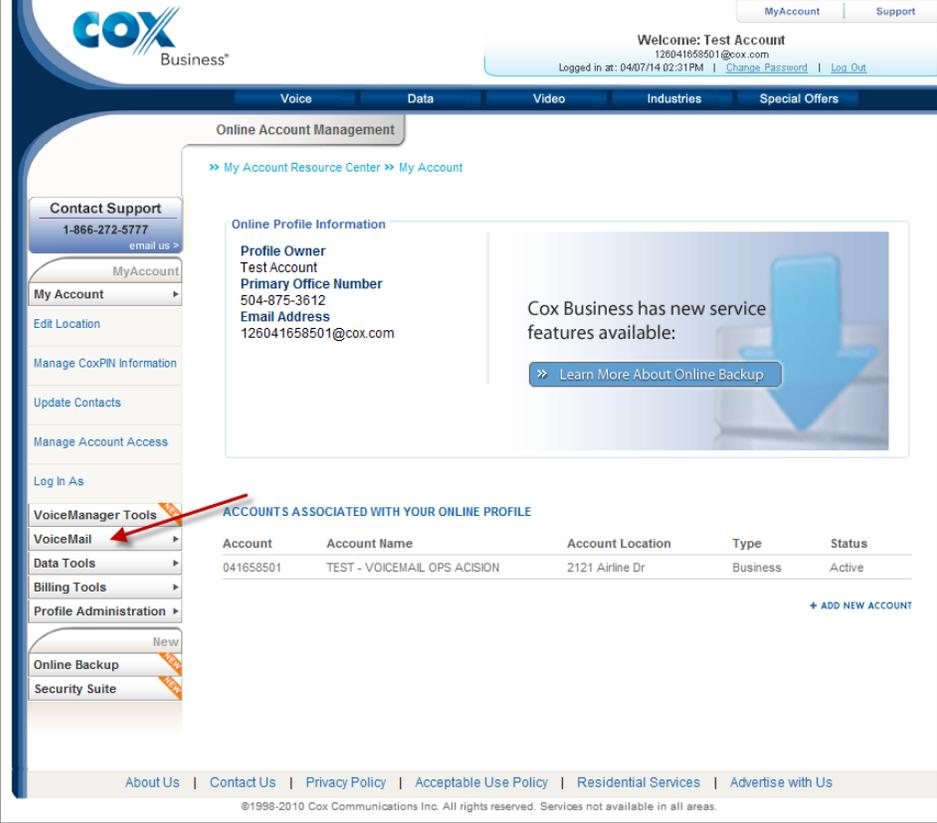


## Steps To Setup An Email Address For Voice Mail Notification Or Email Delivery

(Voice Mail Notification & Email Delivery is a feature of Unified Messaging, available to VoiceManager customers. Check your recent bill to determine whether or not you have Unified Messaging, along with Cox Voice Mail)

1. Access the login page for MyAccount: <http://myaccount.coxbusiness.com>
2. Log in to MyAccount. If you do not have access to MyAccount, then contact your Cox representative to gain access.
3. Click the VoiceMail menu item on the left rail.



The screenshot displays the Cox Business MyAccount portal. The top navigation bar includes 'MyAccount' and 'Support'. The user is logged in as 'Test Account' (126041658501@cox.com) at 04:07/14 02:31PM. The main content area is titled 'Online Account Management' and includes a 'My Account Resource Center' link. The left rail contains various menu items, with 'VoiceMail' highlighted by a red arrow. The 'VoiceManager Tools' section includes 'VoiceMail', 'Data Tools', 'Billing Tools', and 'Profile Administration'. The 'Online Backup' and 'Security Suite' sections are also visible. The main content area shows 'Online Profile Information' for the user, including their primary office number and email address. A table titled 'ACCOUNTS ASSOCIATED WITH YOUR ONLINE PROFILE' lists one account: 'TEST - VOICEMAIL OPS ACISION' at '2121 Airline Dr', with a 'Business' type and 'Active' status. A 'Learn More About Online Backup' button is also present.

COX Business<sup>SM</sup>

Welcome: Test Account  
126041658501@cox.com  
Logged in at: 04:07/14 02:31PM | [Change Password](#) | [Log Out](#)

Voice Data Video Industries Special Offers

Online Account Management

>> My Account Resource Center >> My Account

Contact Support  
1-866-272-5777  
email us >

MyAccount

My Account >

Edit Location

Manage CoxPIN Information

Update Contacts

Manage Account Access

Log In As

VoiceManager Tools **NEW**

VoiceMail >

Data Tools >

Billing Tools >

Profile Administration >

Online Backup **NEW**

Security Suite **NEW**

Online Profile Information

Profile Owner  
Test Account  
Primary Office Number  
504-875-3612  
Email Address  
126041658501@cox.com

Cox Business has new service features available:  
>> [Learn More About Online Backup](#)

ACCOUNTS ASSOCIATED WITH YOUR ONLINE PROFILE

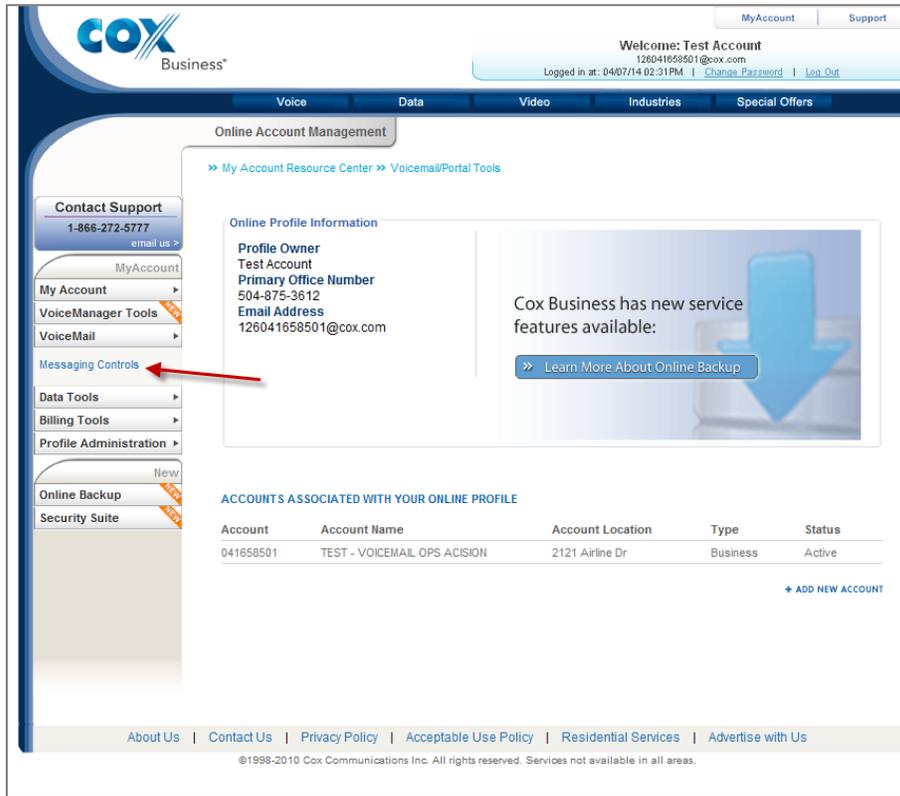
Account	Account Name	Account Location	Type	Status
041658501	TEST - VOICEMAIL OPS ACISION	2121 Airline Dr	Business	Active

+ ADD NEW ACCOUNT

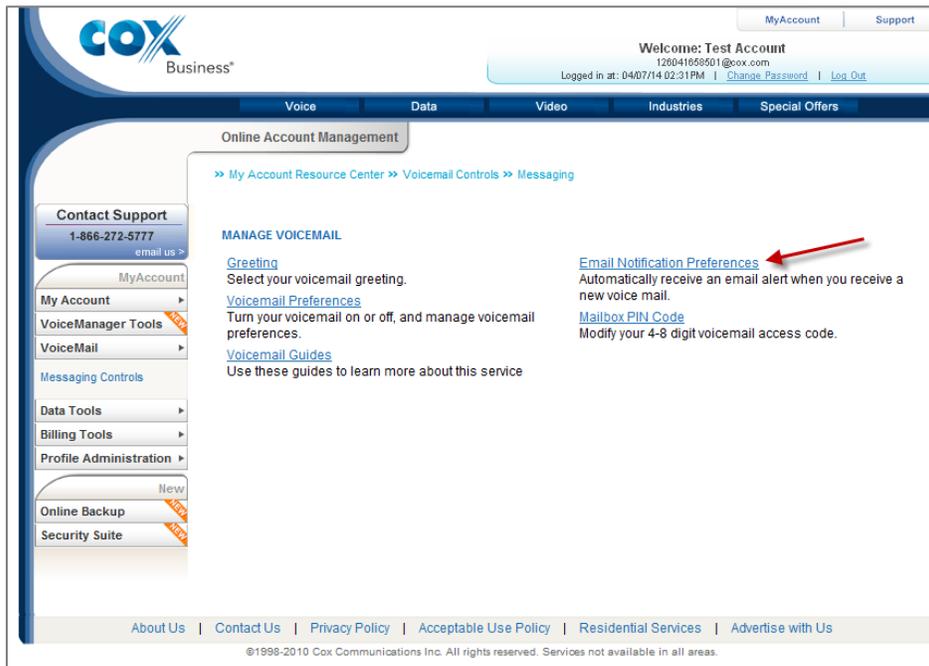
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4. Click the Messaging Controls menu item that appears under VoiceMail.



5. Click the Email Notification Preferences option that appears in the center menu.



6. Add 1 or more email addresses on this screen to (a) receive email notification of new messages and (b) deliver the voice mail as an email attachment. To receive a voice mail as an email attachment, click the small box under “Attach to email”.
7. Click “Save” to save your settings.

