

## Log In

1. Go to <https://voicemail.popp.net/Voicemail/>
2. Username: enter your [Username] - see picture
3. Password: enter your [Password] - see picture
4. Remember Password: check this box if desired
5. Click [Login]



Please enter your Username and Password to sign in to your ManageMyVmail account

[Enter Username Here]

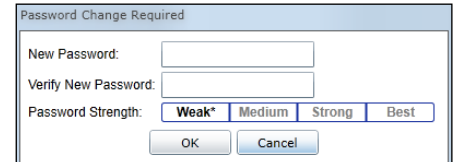
1234 (default)

Sign In

Forgot Password?

## Password Change Required for Web Interface

1. New Password: enter [New Password]
2. Verify New Password: re-enter [New Password]
3. Click [OK]
4. To change the password after initial login, click on [My Settings] tab and click on [Voice Mail]



Password Change Required

New Password: [ ]

Verify New Password: [ ]

Password Strength: **Weak\*** Medium Strong Best

OK Cancel

Click on [My Settings] tab and click on [Voice Mail] under Categories to view/change the options below:

## View/Change PIN

1. Uncheck [Hide PIN] to view current PIN
2. PIN: enter [1-16 digit PIN]
3. Click [Save]

*If voicemail PIN is left empty and 'Save Changes' is selected, you will not be prompted to enter a password when calling voice mail. POPP does not recommend this, as any caller can access your voice mail by entering [\*] during your greeting. Instead, enable the Auto Login feature to access voice mail without being prompted for a password when calling from the phone line assigned to the voice mail box.*

## Auto Login (when accessing voice mail from a number associated with the voice mail box)

1. Login Type - select one of the following
  - a. [No Auto Login] – always enter your mailbox number and PIN
  - b. [Semi-Auto login] – enter your PIN only
  - c. [Auto Login] – you will not be prompted to enter your mailbox number or PIN
2. Click [Save]

## Play End of Message Option

1. Play End of Message Option (“end of message” is heard after each voice mail is played) – select [On/Off]

## Outdial Number

1. Dial 0 Number: enter [10-digit Local Telephone Number] -or- to disable Outdial, enter [000-000-0000] and click [Save]  
Note: If you have disabled Outdial, click [OK] when you receive a popup message

## Daily Notification

1. Daily Notify: select [On/Off]  
*To turn on feature, there must be no new voice mail messages. If there are new voice mail messages, feature will not activate.*
2. Time: enter [Time] in XX:XX AM/PM format (e.g., 09:00 AM) and Click [Save]  
Note: To change the Daily Notification telephone number, contact POPP at 763-797-7900

## Voice Mail to E-mail

1. Email Notify: select [On/Off]
2. Email Address: click [Add/Delete]
3. If Add is selected: enter a new e-mail address or select an existing e-mail address. You may add up to five e-mail addresses (including group e-mail addresses).
4. Format: select [HTML/Plain text/MMS] and click [Save]

## Pager Notification

1. Pager Notify: select [On/Off]
2. Pager DN: enter [10-digit pager telephone number] and click [Save]

## Greetings

1. To upload a pre-recorded greeting:
  - a. Click on the [Add Greeting] icon
  - b. File: click on the [Browse] icon
  - c. Navigate to the location of the greeting to be uploaded, select it, and click [Open]
  - d. Description: enter greeting description and click [OK]
  - e. Click [Save]

Note: New greetings must be recorded using the telephone user interface by calling 612-767-POPP (7677)
2. To delete a greeting: select the greeting and click on the [Delete Greeting] icon

## Listen To, Save and Delete Voice Mail Messages

1. Click [My Calls] tab
2. Click [Play] to listen and [Pause] to pause a voice mail message
3. Check the box to the left of a voice mail message and click [Mark as Read] to mark as read (save) or [Delete] to delete
4. Click [Refresh] to refresh the page