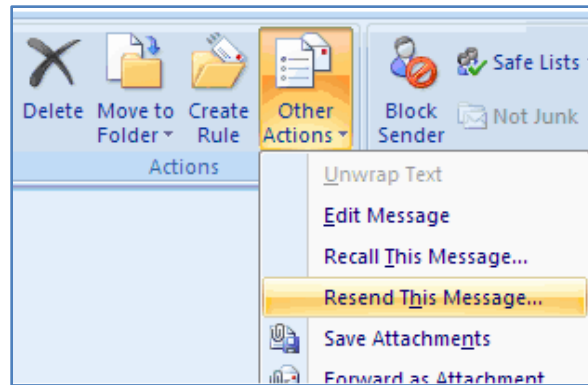


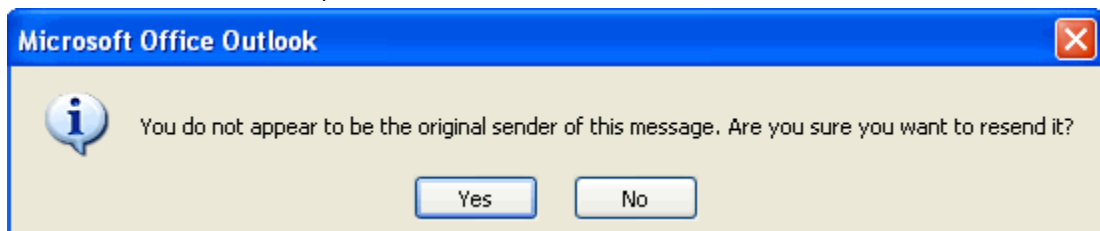
## HOW DO I FORWARD A VOICE MAIL MESSAGE THAT I OPEN IN OUTLOOK TO OTHER USERS?

You cannot simply forward a voice mail message in Outlook. If you do, it will look like a regular e-mail message rather than a voice mail message and it may be difficult for the recipient to open the attachment. You will need to **RESEND** the message as follows:

1. Open the e-mail message containing the voice mail. It will have the subject "Voice Mail from ... (xx seconds).
2. Click **Other Actions** on the **Message** tab on the ribbon (in the Actions group) > **Resend This Message**.



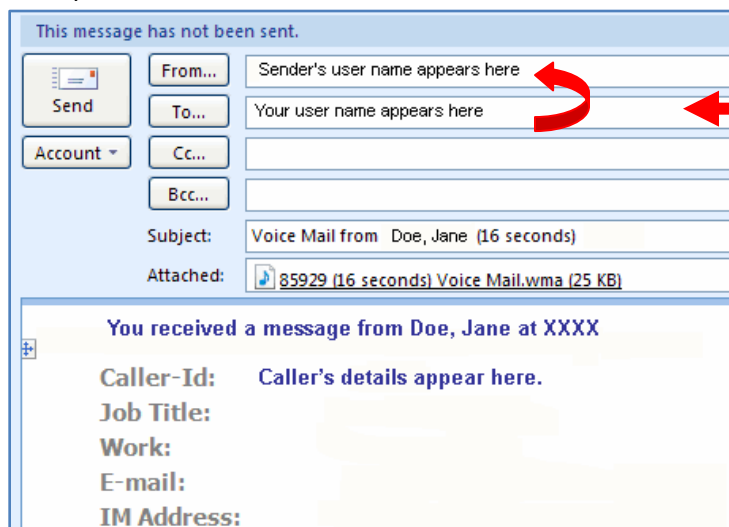
3. Click **Yes** when this window opens:



4. The message will open with your name in the **To...** text box, and the original message sender's name in the **From...** text box.

You will need to **change** this as follows:

Enter your user name in the From... text box



Enter the user name(s) or distribution list of the person (people) you want to send the message to in the **To...** text box.

5. You can click on **To...** to find the person in the Global Address list, by entering their last name, first name in the search field in the window below that will open:

**Select Names: Global Address List**

**Search:**  Name only  More columns **Address Book**

Global Address List

Type your search keywords and click 'Go' to perform a search

6. Click in the body of the message and add a personal message if you like.
7. Click the **Send** button.

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