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:

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Microsoft Office Outlook

You do not appear to be the original sender of this message. Are you sure you want to resend it?

Yes  No
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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:

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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