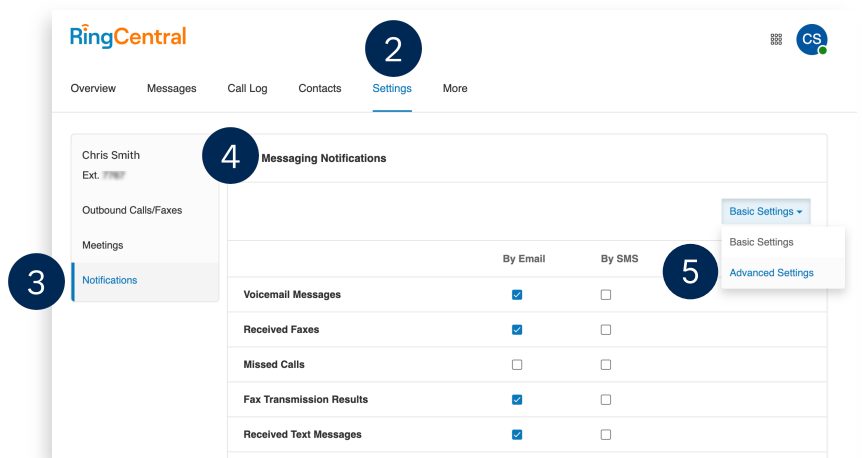


RINGCENTRAL ONLINE ACCOUNT: FORWARDING VOICEMAIL MESSAGES TO EMAIL

You can configure your extension settings to forward your voicemail messages to your email through your RingCentral online account. Once set, you can access your voicemail messages from the RingCentral app and from your email with the voicemail attached.

1. Access your RingCentral online account.
2. Click **Settings**.
3. Select **Notifications**.
4. Expand **Messaging Notifications**.
5. Click the dropdown menu and select **Advanced Settings**.



6. In the By Email column, check **Voicemail Messages**.
7. To ensure the notification includes an MP3 attachment, click **Customize Notifications**.
8. In the popup window, verify **Include attachment with email** is checked.
9. Type your preferred email address/es in the **Email** field. Separate multiple email addresses with semicolons.
10. Click **Done**.
11. Click **Save**.

