



Setting your Voicemail to be Sent to Email Business Seat

Log into the portal

The screenshot shows the 'Phone Status' configuration page in the Granite Business Seat portal. At the top, there are navigation tabs for 'Home', 'Messages and Calls (2)', and 'Contacts', along with a 'Make Call' button and a user profile dropdown for 'Business - Rody'. The main section is titled 'Phone Status' and includes a status dropdown set to 'Available for Calls'. Below this, the 'Incoming calls will:' section is set to 'Ring your Account Phone'. An 'Account Phone' card shows '(617) 249 9969'. Under 'If there is no answer', the 'Send to voicemail after' option is selected with a 24-second timer. Under 'If your phone is busy', the 'Send to voicemail' option is selected. An 'Advanced Settings' panel on the right contains checkboxes for 'Forward Selected', 'Reject Selected', 'Distinctive Ringtone', 'Forward if Unavailable', and 'Anonymous Callers'. A 'Your Services' section below features icons for Call Settings, Message Settings, Notifications, Reminders, and Account Codes. The bottom navigation bar includes 'Personal Details', 'Security', and 'Support' sections.

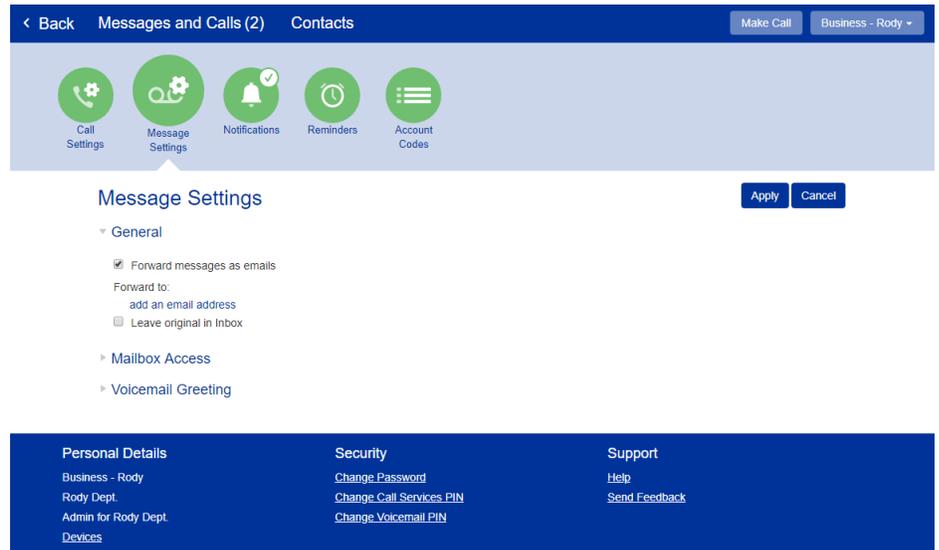
>didì\X' Message KXii]c[h iSU'

This is a close-up view of the 'Your Services' section from the previous screenshot. A red arrow points to the 'Message Settings' icon, which is a green circle containing a white gear and a speech bubble. The 'Advanced Settings' panel is also visible, with the 'Anonymous Callers' checkbox checked. The bottom navigation bar remains visible at the bottom of the frame.





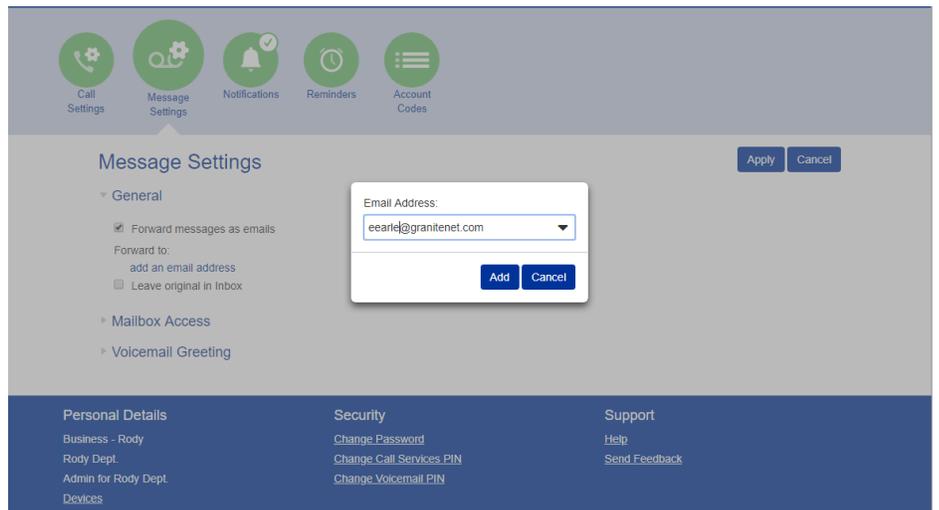
Underneath where it says "Message Settings," check the box next to "Forward messages as emails"



Click on the hyperlink "add an email address"

Input your email address (you can add up to 5 email addresses)

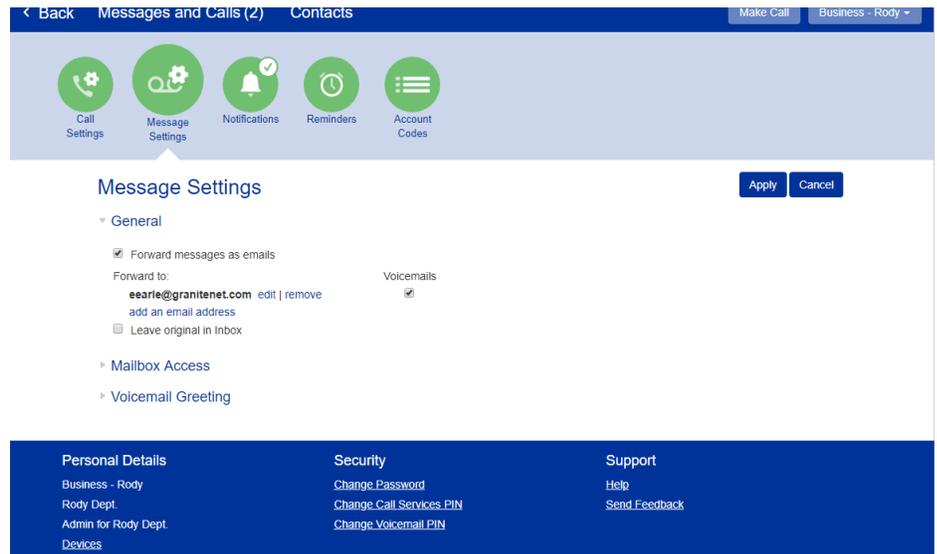
Click "Add"





Click the box next to "Leave original in Inbox" if you would like to continue to access the Voicemail from your physical phone, as well as from your email

Leaving this unselected will mean that you only will receive your Voicemail via email, and cannot access it on your physical phone



Once satisfied, click "Apply" in the upper right of the page

