

MessageMe

Thank you for choosing MessageMe, D&E Communications' unified messaging system.

This feature will allow you to forward your voicemail messages to your e-mail address.

The messages are forwarded via a .wav file to your e-mail allowing you to listen to them on any computer you can access your e-mail.

By using our "Voicemail and Unified Messaging Login" web portal you will be able to set up MessageMe. In addition to MessageMe, the web portal includes sections such as Security, Greetings, and Msg. Playback where settings can be modified.

The following provides steps on how to set up the features of MessageMe:

1. Go to the following URL:
<https://voicemail.decommunications.com>
2. In the given fields enter your telephone number and voice messaging security code (voice mail password). Then click "Login".

After logging in you will be directed to the "Overview" page. Here you will see the Security, MessageMe, Greetings, and Msg. Playback feature where you can make your setting changes. (If you do not see MessageMe it has not yet been set-up)

3. Click on "MessageMe".

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Communications
Delivering Excellence

In this section you are able to turn on your message delivery system and choose where you want your messages forwarded and how you want them to be kept in your mailbox.

1. You can turn on or off your message delivery service by simply clicking "on" or "off".
2. If you clicked "on" you will then enter what e-mail address to which you want your messages forwarded.
3. Next, choose if you want your voicemail box to keep the messages as new, saved, or have them deleted, after they've been forwarded to your e-mail.
4. When finished making these changes, click "Save". A yellow box should appear confirming your changes - your service is now activated.

Important things to know about MessageMe:

If you choose to "Save" or "Delete" your messages after the message is forwarded to your e-mail, you will no longer hear a stutter dial-tone (the message wait indicator) on your phone. The only way you will know if there is a message is if you check your e-mail. The option to save the message as "New" is the only way you will get the message waiting indicator on your phone.

If you have more than one phone number forwarded into a single Voice Mailbox, you may get multiple e-mail notifications.

If you subscribe to D&E's Family Voice Mail service and have multiple mailboxes setup within it, messages received in each individual mailbox will be forwarded to the e-mail address your messages are being forwarded to.