



How to Set up Voicemail Messages to be sent to your email

Go to : <https://apps.holycross.edu/sipxconfig/app>

1. Log in using your Holy Cross username (lower-case only) and your network passphrase.

***Note:** Some tablets and mobile devices may automatically insert a capital letter in the user name field.

To send voicemail to email

1. Click the 3 lines on the left side



2. Click Settings
3. Click User Settings
4. Enter your Holy Cross email address in the email box labeled **step 1** in the picture
5. Click the attach audio box below email address box. Labeled **step 2**

6. Click save button labeled **step 3**
7. Click save at the very bottom
8. Click the 3 lines on the left side
9. Click logout
10. Now your voicemails will go to your email with an attached audio file