

Install Voice Mail on PC's with Microsoft Office 365 MINNSTATE

Use the following instructions to add a new Call Pilot account to Microsoft Outlook 365.

This document contains three procedures:

- [Before you Get Started](#)
- [Add a New E-mail Account](#)
- [Check the Call Pilot Application](#)

Before You Get Started

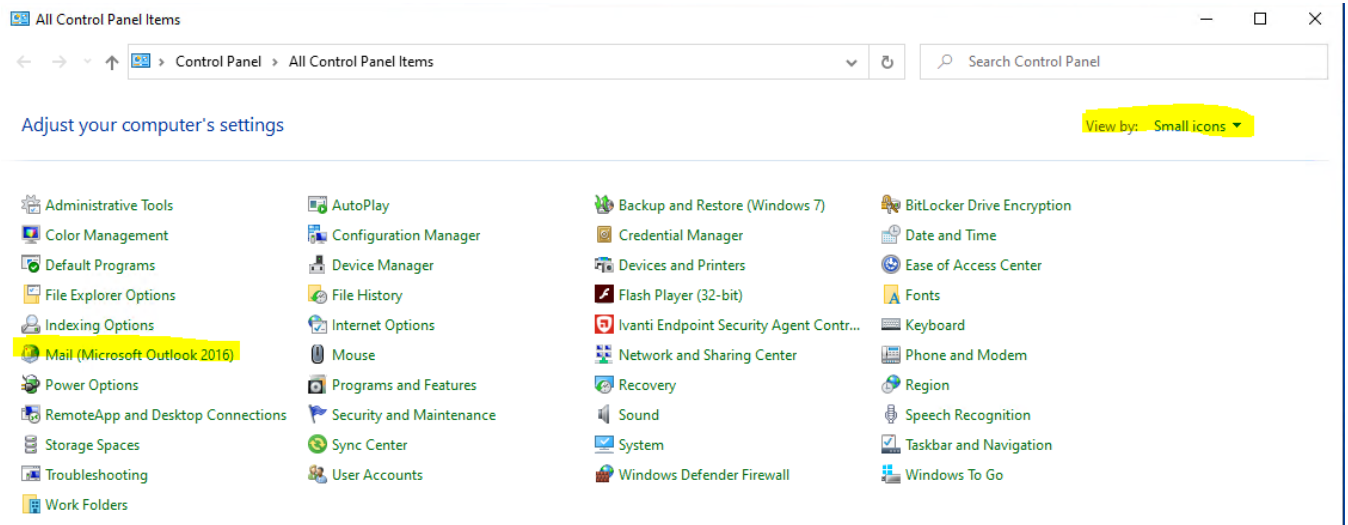
Before beginning the steps below, have you...

1. Removed your old Call Pilot account (if applicable)?
2. Completed installing Microsoft Office 365 onto your Windows PC computer?

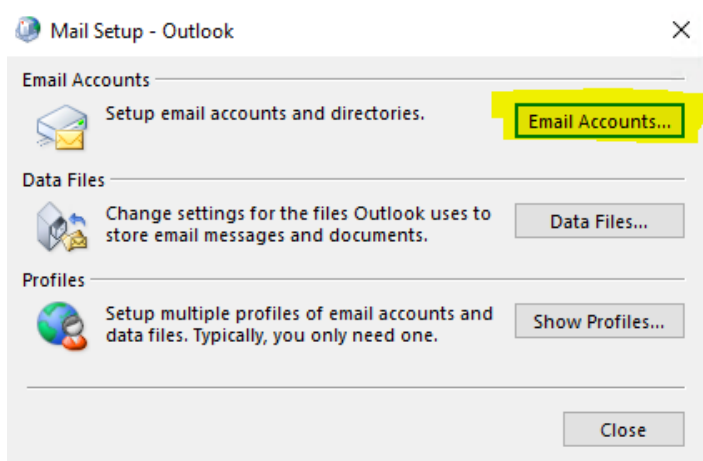
If yes to both questions, continue with the first procedure below – Add a New E-mail Account.

Add a New E-mail Account

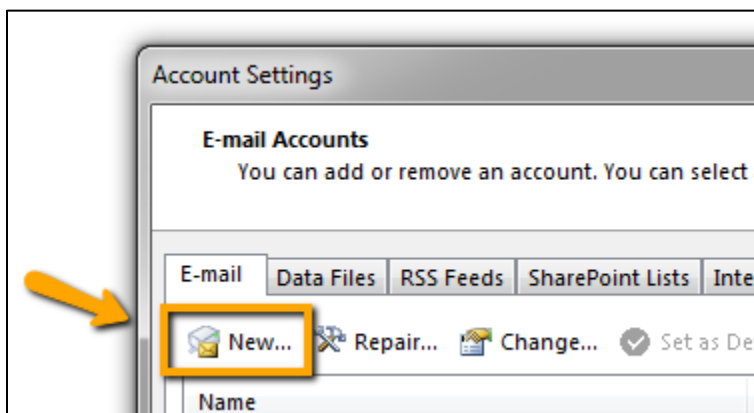
1. Make sure Microsoft Outlook 365 is closed.
2. Click on Start, start typing **control panel**
 - a. Change View by: (TOP RIGHT) to **Small Icons**
 - b. Double click on **Mail (Microsoft Outlook 2016)**



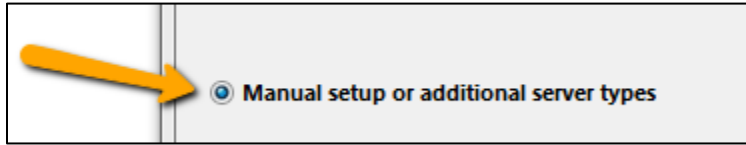
3. Click on Email Accounts



4. From the E-mail tab, click **New**.

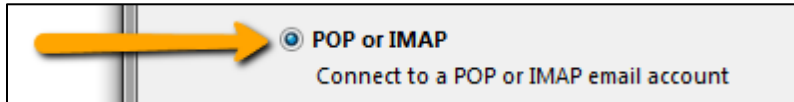


5. Select **Manual setup or additional server types**.



6. Click [**Next**].

7. Select **Pop or IMAP**.



8. Click [**Next**].

9. Complete the POP and IMPAP Account Settings using the instructions below.

A screenshot of the "Add Account" dialog box in Windows Mail. The title bar says "Add Account" with a close button. The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." The form is divided into several sections: "User Information" with fields for "Your Name" (2177) and "Email Address" (2177@emvoice.mnstate.edu); "Server Information" with a dropdown for "Account Type" (IMAP), and fields for "Incoming mail server" (emvoice.mnstate.edu) and "Outgoing mail server (SMTP)" (smtp.mnstate.edu); "Logon Information" with fields for "User Name" (2177) and "Password" (*****), and checkboxes for "Remember password" (checked) and "Require logon using Secure Password Authentication (SPA)" (unchecked). On the right, "Test Account Settings" includes a "Test Account Settings ..." button and a checked checkbox "Automatically test account settings when Next is clicked". At the bottom right is a "More Settings ..." button. At the bottom are navigation buttons: "< Back", "Next >" (highlighted with a blue border), "Cancel", and "Help".

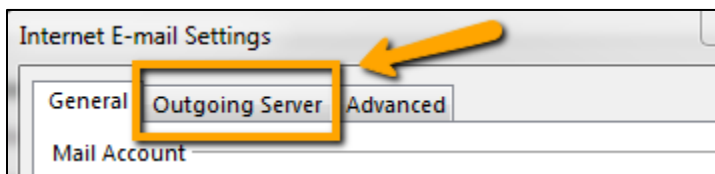
- Your Name: *Enter your phone extension.*
- Email Address: *Enter your voicemail e-mail address (extension@emvoice.mnstat.edu).*
- Account Type: **IMAP**
- Incoming mail server: **emvoice.mnstate.edu**

- Outgoing mail server (SMTP): **smtp.mnstate.edu**
- User Name: *Enter the last four digits of your campus telephone number.*
- Password: *Enter the password you use to retrieve your voice messages.*
- Remember Password: *Select checkbox.*
- Require logon using Secure Password Authentication (SPA): *Do not select checkbox.*

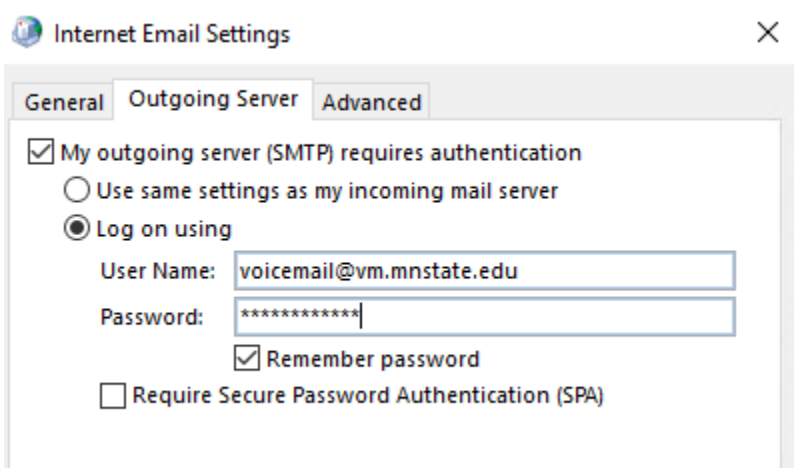
10. Click [**More Settings**].



11. Click the **Outgoing Server** tab.

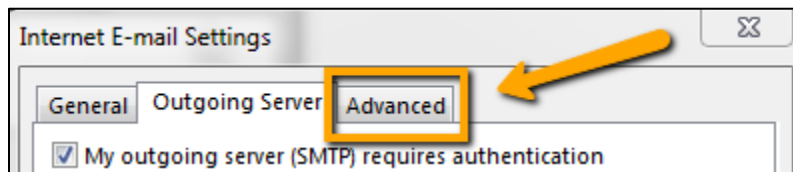


12. Complete the **Outgoing Server tab** using the instructions below.

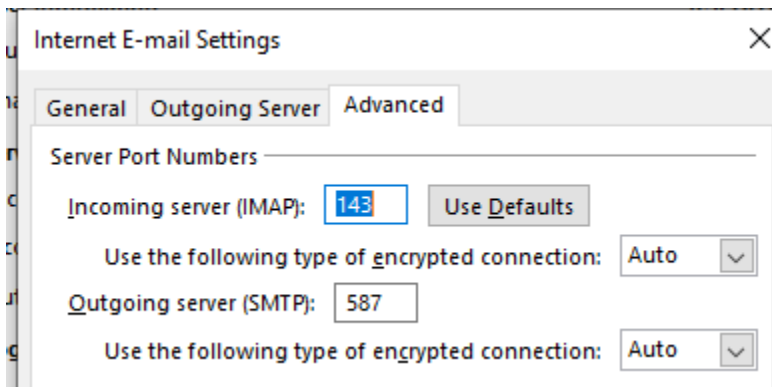


- Select the **My outgoing server (SMTP) requires authentication** check box.
- Select **Log on using**.
- User Name: *enter voicemail@vm.mnstate.edu*
- Password: *enter **Moorhead2020***
- Remember password: *Select checkbox.*
- Require logon using Secure Password Authentication (SPA): *Do not select checkbox.*

13. Click the **Advanced** tab.



14. Complete the Advanced tab using the instructions below.



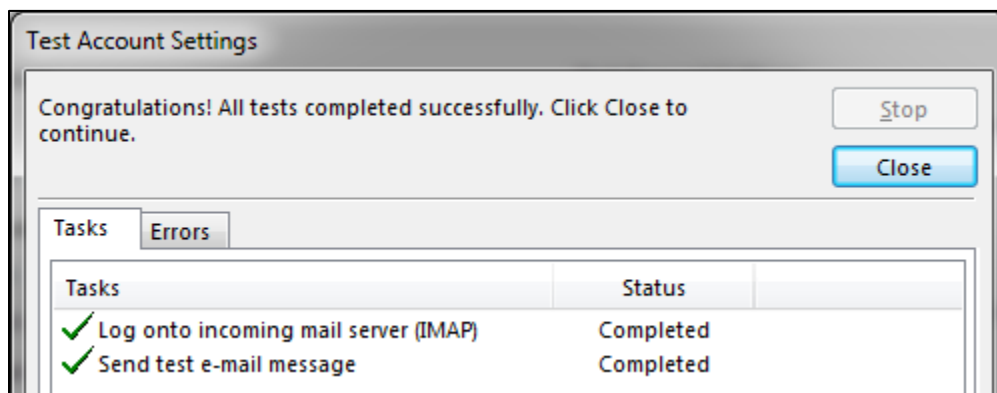
- Incoming server (IMAP): **143**
- Use the following type of encrypted connection: **Auto**
- Use the following type of encrypted connection: **Auto**
- Outgoing server (SMTP): **587**

15. Click [OK].

You will return to the Add Account window for POP and IMAP Account Settings.

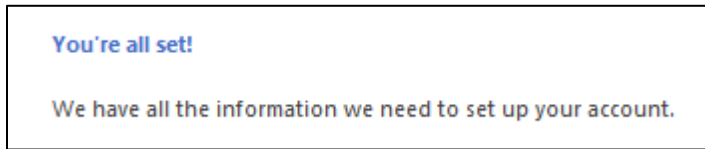
16. Click [Next].

A Test Account Settings pop-up window displays. If you were successful you will receive a message that stated "All tests completed successfully."



17. Click [Close].

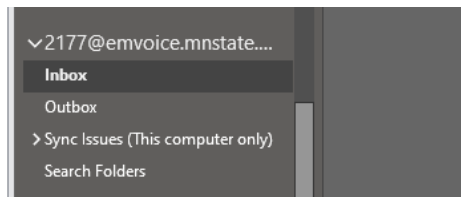
The following window displays indicating Outlook has all the information needed to set up your account.



- 18. Click [**Finish**].
- 19. Click [**Close**].
- 20. Click [**Close**] for Mail Setup – Outlook
- 21. Close Control Panel**

22. Open Outlook

Notice that your emvoice.mnstate.edu folder now displays in the left navigation pane in Outlook. Open the folder to display your Inbox and retrieve your voice messages from Outlook.



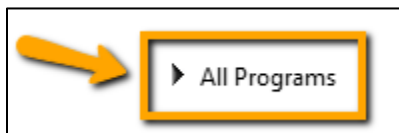
Check the Call Pilot Application

If you have never used Call Pilot on your Windows PC, you may need to install the Call Pilot Player application. Complete the following steps to check whether Call Pilot is installed on your computer.

- 1. Open your **Start menu** in the lower left corner of your screen.



- 2. Click **All Programs**.



- 3. Scroll down the list to find a folder named **Nortel**.
- 4. Did you find the Nortel folder?

If **YES**, continue to Step 5.

If **NO**, jump to Step 10.

5. Click on the **Nortel** folder to open it.

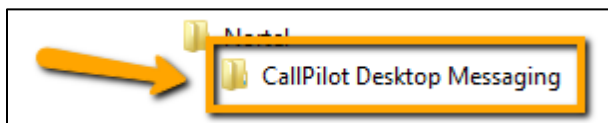


6. Did the CallPilot Desktop Messaging folder appear under the Nortel folder?

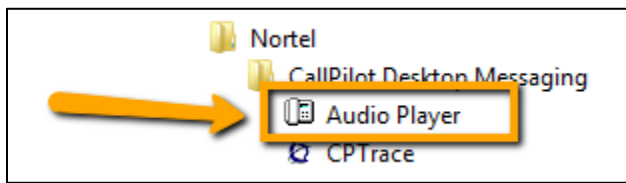
If **YES**, continue to Step 7.

If **NO**, jump to Step 10.

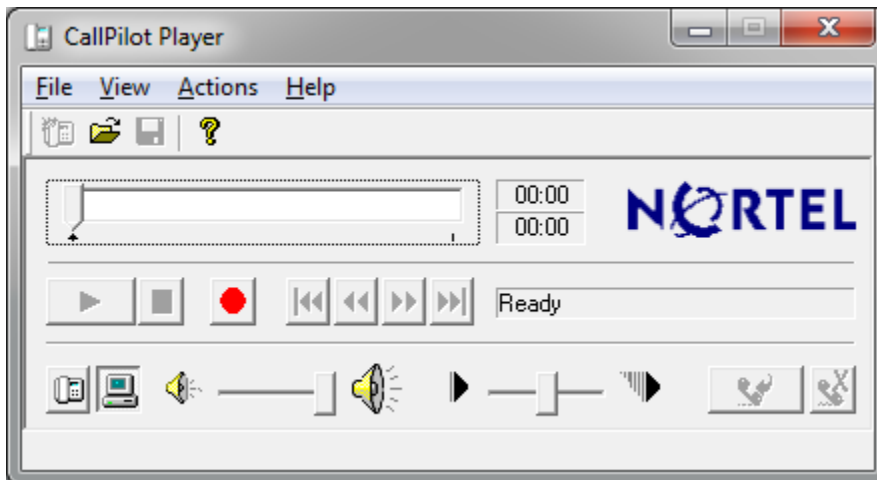
7. Click on the **CallPilot Desktop Messaging** folder to open it.



8. Click **Audio Player**.



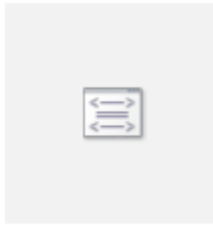
9. Did the CallPilot Player pop-up window appear (see below)?



If **YES**, you have the CallPilot Player installed and do not need to complete the next step. Click [**X**] to close the CallPilot Player.

If **NO**, jump to Step 10.

10. If the Call Pilot Player is not installed, Open **Software Center** and select CallPilot Player



CallPilot Player -
CallPilot install
Nortel
4.0

For more information

Please contact the IT Helpdesk at support@mnstate.edu or 218-477-2603 if you need to install the Call Pilot application or have questions.