

## SaskTel Online Voice Mail Demo for Business Script

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Welcome to the SaskTel online Business Voice Mail demo.

Online access to your Voice Mail is free, convenient and so easy to use.

To access your Voice Mail online, go to [sasktel.com](http://sasktel.com)

Under “manage my services”, select “my business services”.

Now click on the “my phone” tab and select “manage my voice mail”.

This is the Login screen. Just enter the 10-digit phone number and the password—it’s the same one you use to check the Voice Mail!

To listen to your Voice Mail messages, select “check your incoming messages”.

Here you’ll see a list of all of your messages. One great thing about online Voice Mail: you can select just the messages you want to hear, without playing them all in order. This allows you to listen to the most important messages first.

Now, to hear a voice mail, just click on the blue link in the message column.

*Message: Hi. It’s me. I’ll let you go now so you can see the rest of the demo.*

You can choose to play the message again, delete it, or download it to your computer as an audio file. Downloading the audio file is a great way to hold onto a message for your business records or for future reference.

If you accidentally delete an important message from a client, no problem. Just go to your “trash” folder, check the box in front of all the messages you want to retrieve, and click “undelete”. Now the messages are back in your inbox. It’s just that simple.

Over here, under “messaging options”, you’ll find everything you need to change your Voice Mail settings and greetings, and to create lists for group messaging.

Right here, you’ll see you can also choose to receive notification when you have a new Voice Mail message. When a message has been left on your business phone, you’ll be notified right away by text, email or phone—whichever you choose! You’ll never miss an important message, no matter where you are.

Here’s how easy it is to set up notification by e-mail: Click on the “send email notification” checkbox. Enter the appropriate email address right here. You can click on the “attach message as a wave file” checkbox if you want to receive an audio file of the voice mail message. Now, just click right here to set up notification by email.

Also under “messaging options” is the “attendant” option. This is often referred to as the “zero out option” because it allows the caller to press zero and speak with a live person for immediate assistance. You can schedule “attendant” to redirect your callers at any given time to someone else in the office, or right to your own cell phone.

As you can see, online access to Voice Mail from SaskTel is convenient, easy to use, and it allows you to manage your Voice Mail in ways you never thought possible! Best of all, it’s free when you order Voice Mail service from SaskTel.

**SLATE:**

Order SaskTel Voice Mail today!

- Includes free online access

Call 1-800-SASKTEL (727-5835)