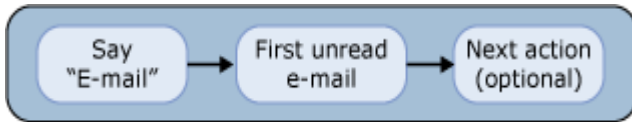


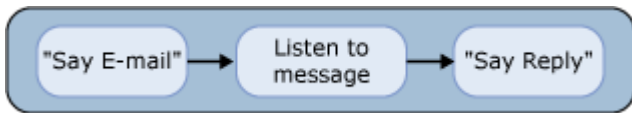
Outlook Voice Access (OVA) – Voice User Interface

To listen to e-mail messages by using the voice user interface (VUI), users dial the OVA subscriber access number, enter their extension number and PIN, and then do the following:

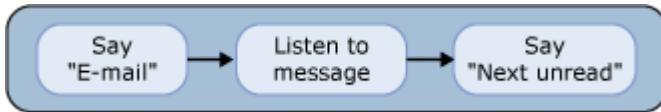
EMAIL >> Listening to e-mail messages by using the voice user interface (VUI)



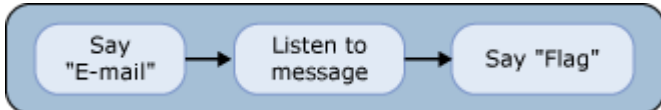
EMAIL >> Replying to an e-mail message by using the VUI



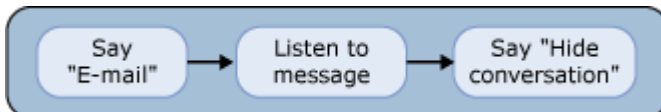
EMAIL >> Reading the next unread e-mail message by using the VUI



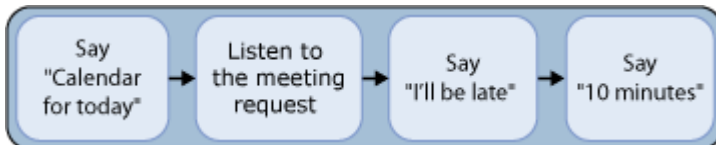
EMAIL >> Flagging an e-mail for follow up by using the VUI



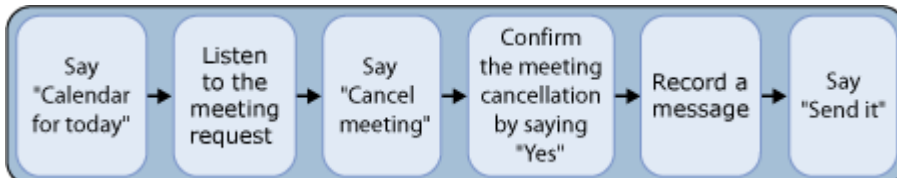
EMAIL >> Hiding a conversation by using the VUI



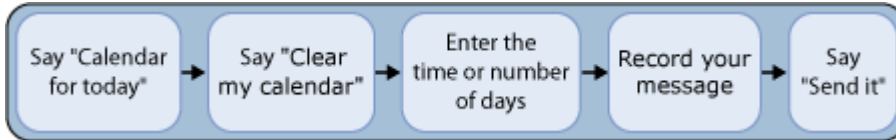
CALENDAR >> Sending an "I'll be late" message by using the VUI



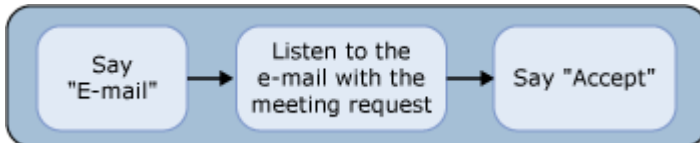
CALENDAR >> Canceling a meeting by using the VUI



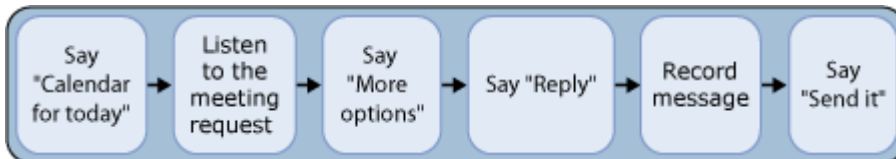
CALENDAR >> Clearing a calendar by using the VUI



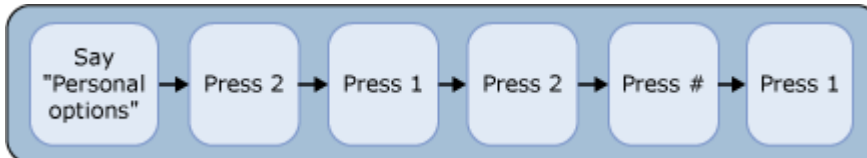
CALENDAR >> Accepting a meeting request by using the VUI



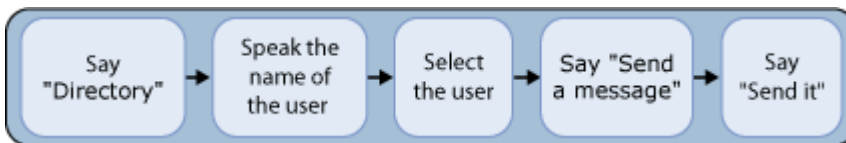
CALENDAR >> Replying to a meeting request by using the VUI



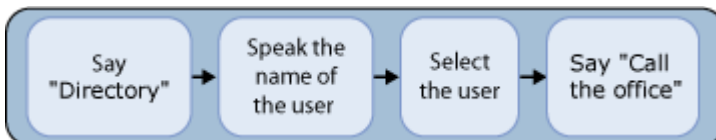
PERSONAL SETTINGS >> Recording a personal greeting by using the VUI



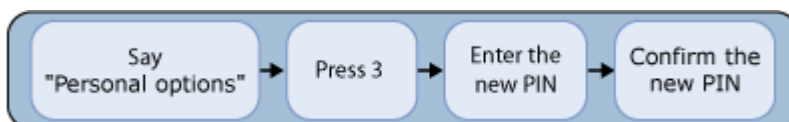
PERSONAL SETTINGS >> Sending a voice message to another user by using the VUI



PERSONAL SETTINGS >> Locating and calling a user in the directory or a personal Contact by using the VUI



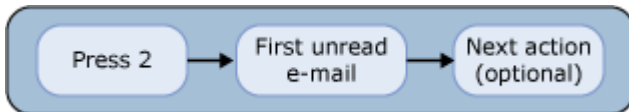
PERSONAL SETTINGS >> Changing a PIN by using the VUI



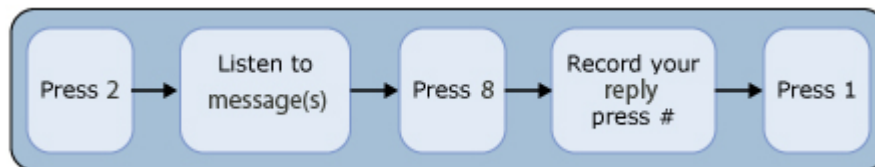
Outlook Voice Access (OVA) – Touchtone Interface

To listen to e-mail messages by using the touchtone interface, users dial the OVA subscriber access number, enter their extension number and PIN, and then do the following:

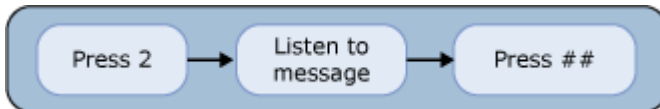
EMAIL >> Listening to e-mail messages by using the touchtone interface



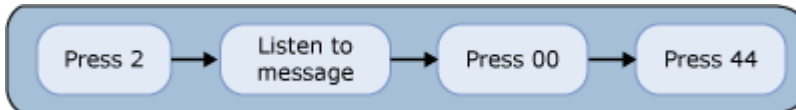
EMAIL >> Replying to an e-mail message by using the touchtone interface



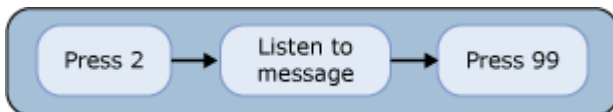
EMAIL >> Reading the next unread e-mail message by using the touchtone interface



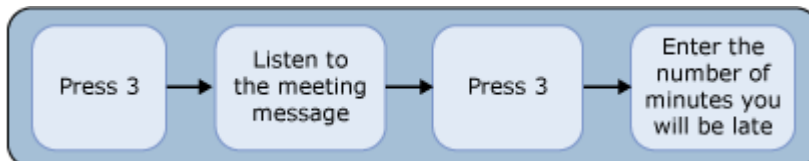
EMAIL >> Flagging an e-mail for follow up by using the touchtone interface



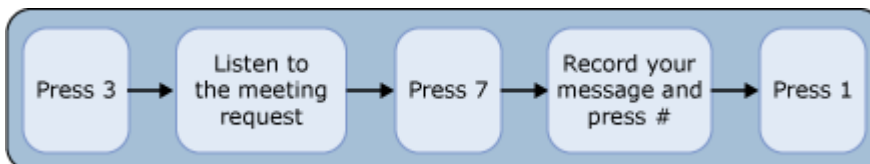
EMAIL >> Hiding a conversation by using the touchtone interface



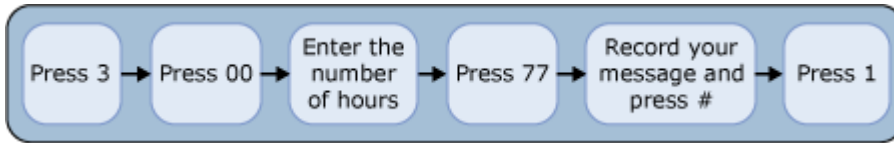
CALENDAR >> Sending an "I'll be late" message by using the touchtone interface



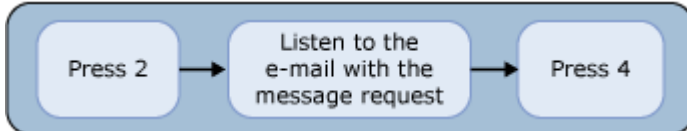
CALENDAR >> Canceling a meeting by using the touchtone interface



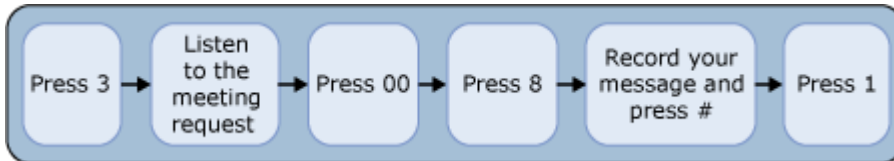
CALENDAR >> Clearing a calendar by using the touchtone interface



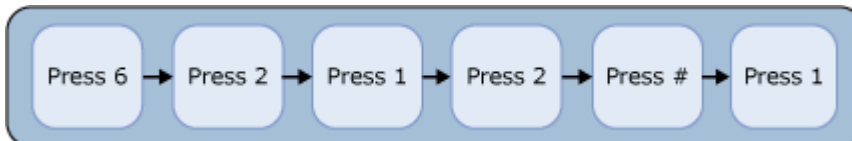
CALENDAR >> Accepting a meeting request by using the touchtone interface



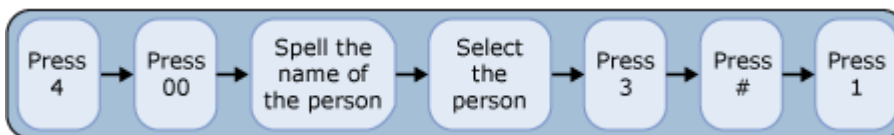
CALENDAR >> Replying to a meeting request by using the touchtone interface



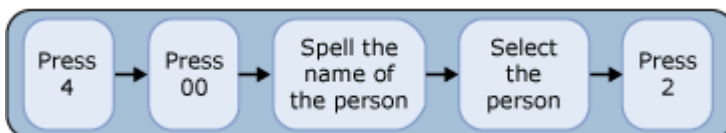
PERSONAL SETTINGS >> Recording a personal greeting by using the touchtone interface



PERSONAL SETTINGS >> Sending a voice message to another user by using the touchtone interface



PERSONAL SETTINGS >> Locating and calling a user in the directory by using the touchtone interface



PERSONAL SETTINGS >> Changing a PIN by using the touchtone interface

