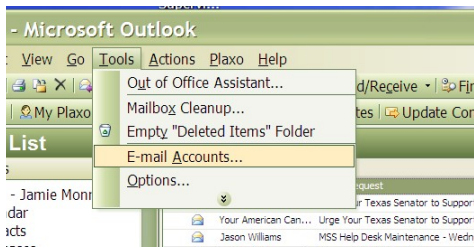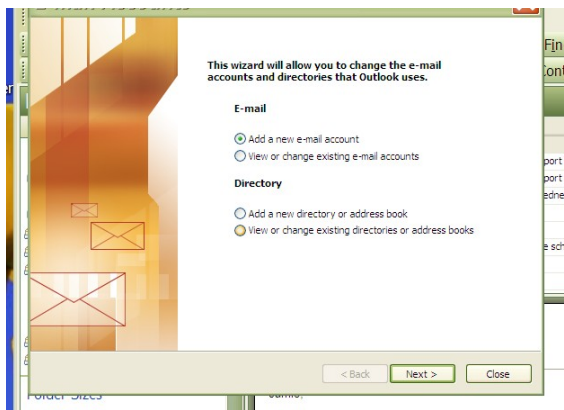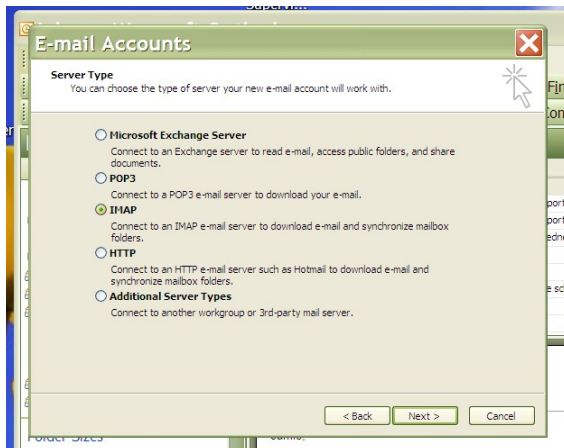Open your Outlook and go to the Tools Menu and click Email Accounts.

Under Email, click the radio button for Add a new e-mail account and then click next at the bottom of the screen.

For Server type, click the radio button for IMAP and click next at the bottom of the screen.

For Internet E-mail Settings (IMAP), Fill in the screen with the following information and then click next at the bottom of the screen.

User Information
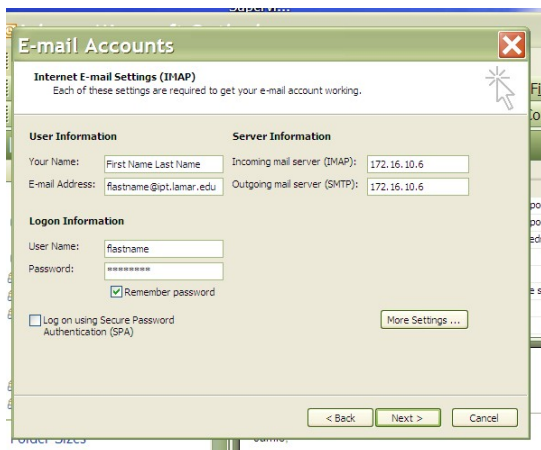Your Name – Jane Doe
Email Address – jdoe@ipt.lamar.edu

Server Information
Incoming and Outgoing mail server will have the same IP Address
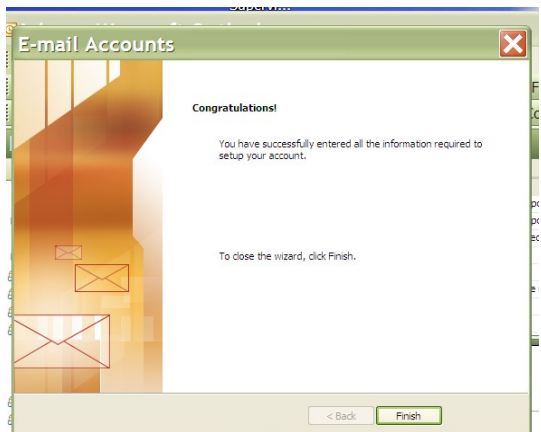172.16.10.6

Login Information
User Name – jdoe
Password - changeme

When you click finish, you will have setup your connection to view your voicemails in your Outlook.