Microsoft Outlook Extensions

Toolbar Elements

You control the Outlook Extensions via the following toolbar operating elements:

- Send fax message
- Send fax message to contact
- Reply with fax message
- Forward with fax message
- Send SMS message
- Send SMS message to contact
- Reply with SMS message
- Send voicemail
- Send voicemail to contact
- Reply with comment
- Reply to all with comment
- Forward with comment
- Start Web Assistant

Play Voicemail

How to play a received voicemail:

➢ Select voicemail in the inbox.

➢ Play voicemail via the user interface.

You can control the playback with the following operating elements.

- Play via telephone
- Play via PC
- Stop
- Fast forward
- Rewind
- Pause
- Hands-free telephone on
- Hands-free telephone off
- Start A/B repeat
- Stop A/B repeat

Read Fax Message

How to read a received fax message:

➢ Select fax message in the inbox.

➢ Optimize fax representation in the message window.

To optimize the representation you can use the following operating elements.

- Zoom in
- Zoom out
- Optimize representation size
- Represent whole page
- Rotate page by 90° counterclockwise
- Rotate page by 180°
- Rotate page by 90° clockwise
- Display first document page
- Display previous document page
- Display next document page
- Display last document page
- Print document

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Send Voicemail

How to send a new voicemail:

➢ Select in the toolbar.

➢ Enter the recipient's mailbox number under **To**. Separate several phone numbers by semicolon.

➢ Describe the voicemail under **Subject**.

Select to record the voice message e.g. via PC.

➢ Record message.

➢ Select to finish recording.

➢ If required, control recording via the operating elements (see "Play Voicemail").

➢ Select in the message window.

The voicemail is sent.

Send Fax Messages

How to send a new fax message:

➢ Select in the toolbar.

➢ Enter the recipient's fax number under **To**. Separate several phone numbers by semicolon.

➢ Describe the fax message under **Subject**.

➢ Select fax stationery under **Fax cover**.

➢ Enter the message text in the message area and / or copy attachments to this area.

➢ Select in the message window.

The fax message is sent.

Send SMS Messages

How to send a new SMS message:

➢ Select in the toolbar.

➢ Enter the recipient's phone number under **To**. Separate several phone numbers by semicolon.

➢ Enter the SMS message text in the message area.

➢ Select in the message window.

The SMS message is sent.

Configure Conference

How to configure a new conference:

➢ Select **File > New > Meeting Request** from the Outlook menu.

➢ Enter a meeting subject under **Subject**.

➢ Enter the recipient's e-mail address under **To**. Separate several e-mail addresses by semicolon.

➢ Use the **Start time** and **End time** combo boxes to schedule the conference.

➢ Push, for example, the button **Add Web Conference** to configure a web conference.

➢ Select in the meeting request window.

The meeting request is sent.