



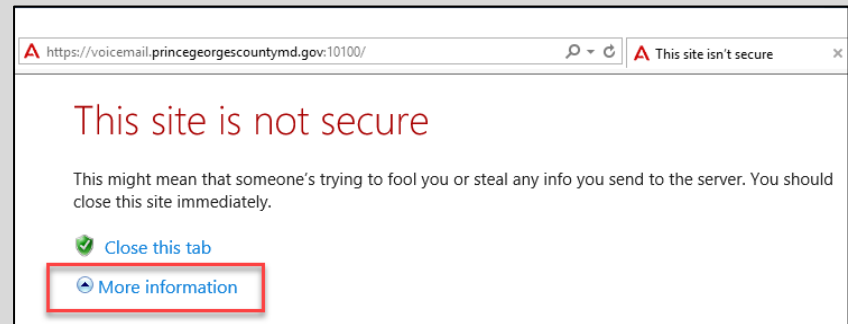
Angela D. Alsobrooks  
County Executive

Shawn Y. Stokes  
Director

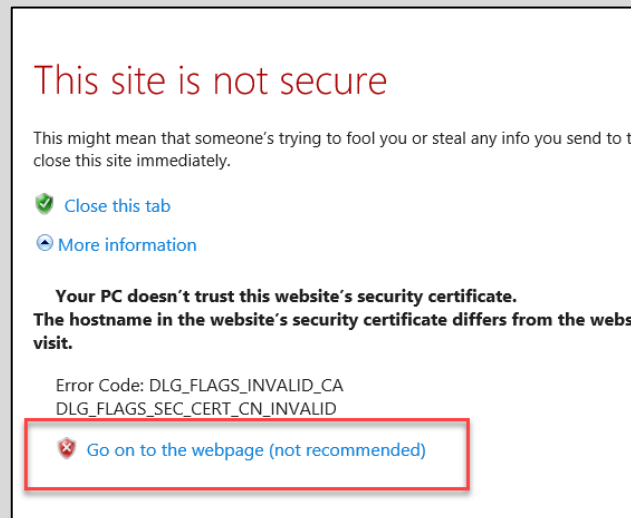
# Voicemail to Email Setup Instructions

1. Open Internet Explorer.
2. Copy and paste the following link into the search bar:  
<https://voicemail.princegeorgescountymd.gov:10100/>

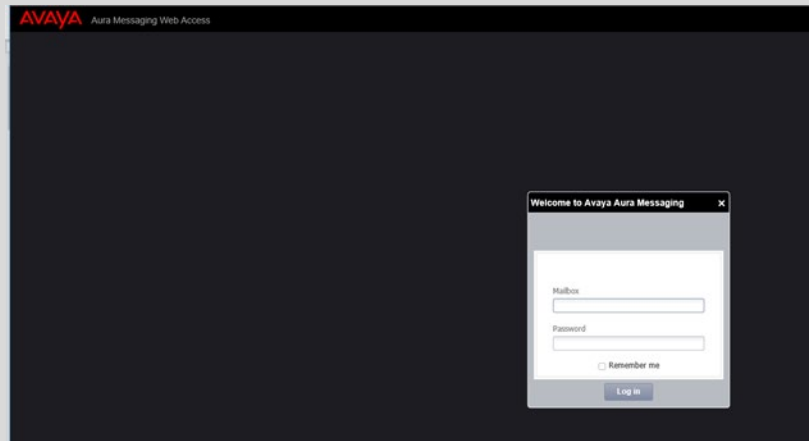
3. Click **More information**.



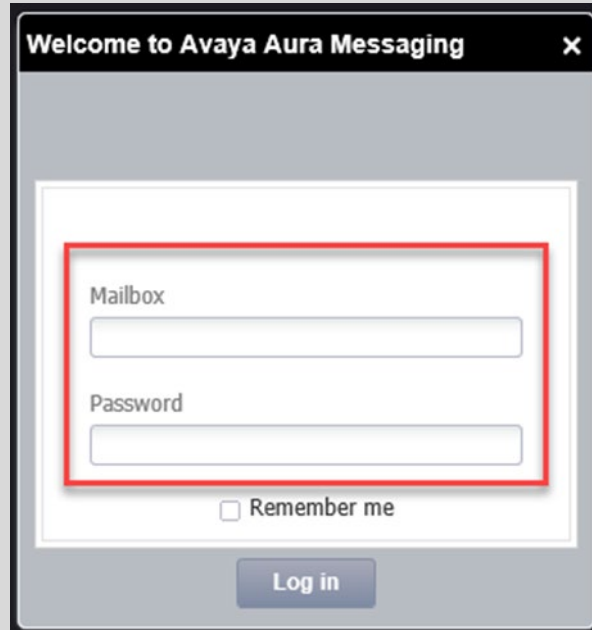
4. Click **Go on to the webpage**.  
(It will say *Not Recommended*, but it is okay.)



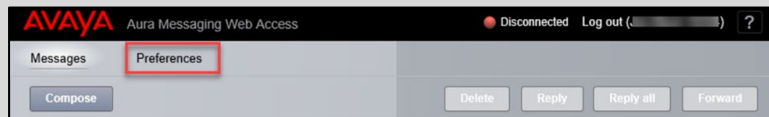
5. The logon screen will open.



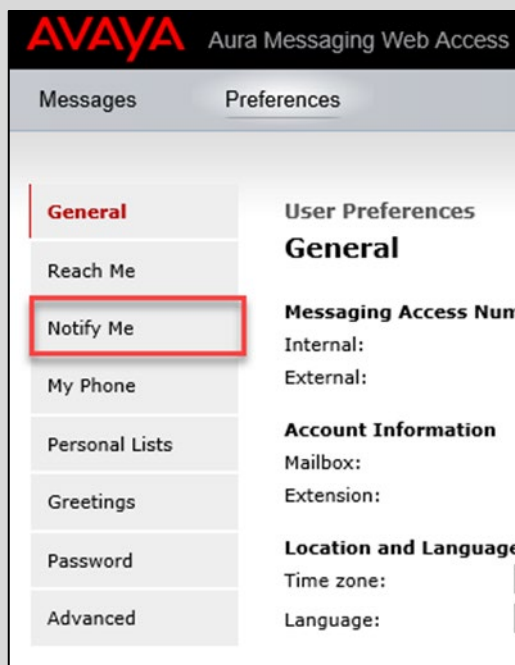
6. Enter your 5-digit mailbox extension (e.g., 16300).
7. Enter your voicemail password.
8. Click **Log In**.



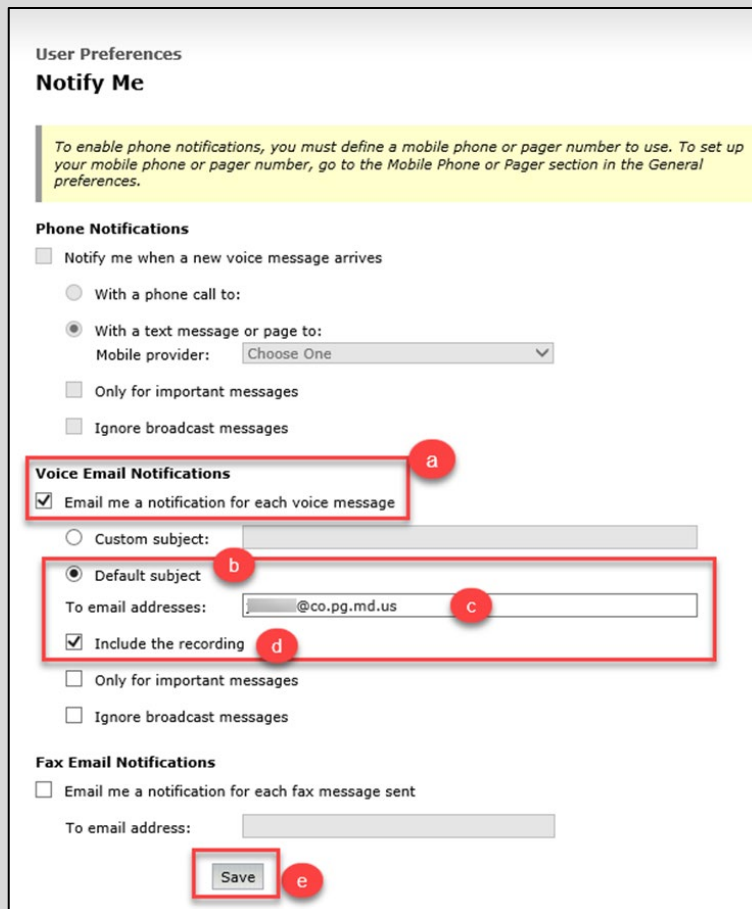
9. Select the **Preferences** tab at the top of the screen.



10. Select **Notify Me** on the left side of the screen.



11. Under Voice Email Notifications
- a. Check the box for **Email me a notification for each message**
  - b. Select **Default Subject**
  - c. Enter your email address (name@co.pg.md.us)
  - d. Check the box for **Include the recording** (if you want to be able to play the voicemail message from your email)
  - e. Click **Save**



12. You will see a purple message at the top of the screen stating **You have updated your preferences.**
13. Click **Logout** at the top right corner of the screen.