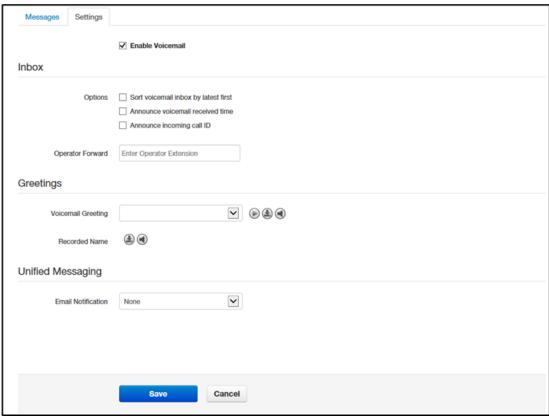# Hosted PBX by Golden West

Voicemail Settings

Clicking the **Settings** tab displays options for controlling your voicemail order, timestamps, greetings, and voicemail to email.

Field	Description
Enable Voicemail Check Box	Enables (check) or disables (uncheck) voicemail.
Inbox	These options affect audio voicemail (calling in) but not the portal. • Sort Voicemail inbox by latest first = plays your newest messages first. • Announce voicemail received time = plays the timestamp of the message. • Announce incoming call ID = plays the caller ID number if available. • Operator Forward = option to press 0 in a mailbox greeting and be directed elsewhere.
Greetings	Allows you to select an active voicemail greeting, listen to it, and record a new greeting. • To select the active voicemail greeting, click it from the pull-down menu and click Save. • To listen to a selected greeting on your PC, click the play button: • To record a greeting, see "Recording a Greeting".
Unified Messaging	Provides the following selections for adjusting your voicemail to email settings. • None = no email is sent when voicemail is left. • Send w/ hyperlink = a link to the voicemail is emailed to you. • Send w/ brief hyperlink = a link to the voicemail in plaintext is emailed to you. • Send w/ attachment (*storage option*) = an email is sent to you with the audio file of the message attached. The *storage option* allows you to leave messages in your inbox as new, move to saved, or move to trash. • Send w/ brief attachment (*storage option*) = an email is sent to you in plaintext with the audio file of the message attached. The *storage option* allows you to leave messages in your inbox as new, move to saved, or move to trash.