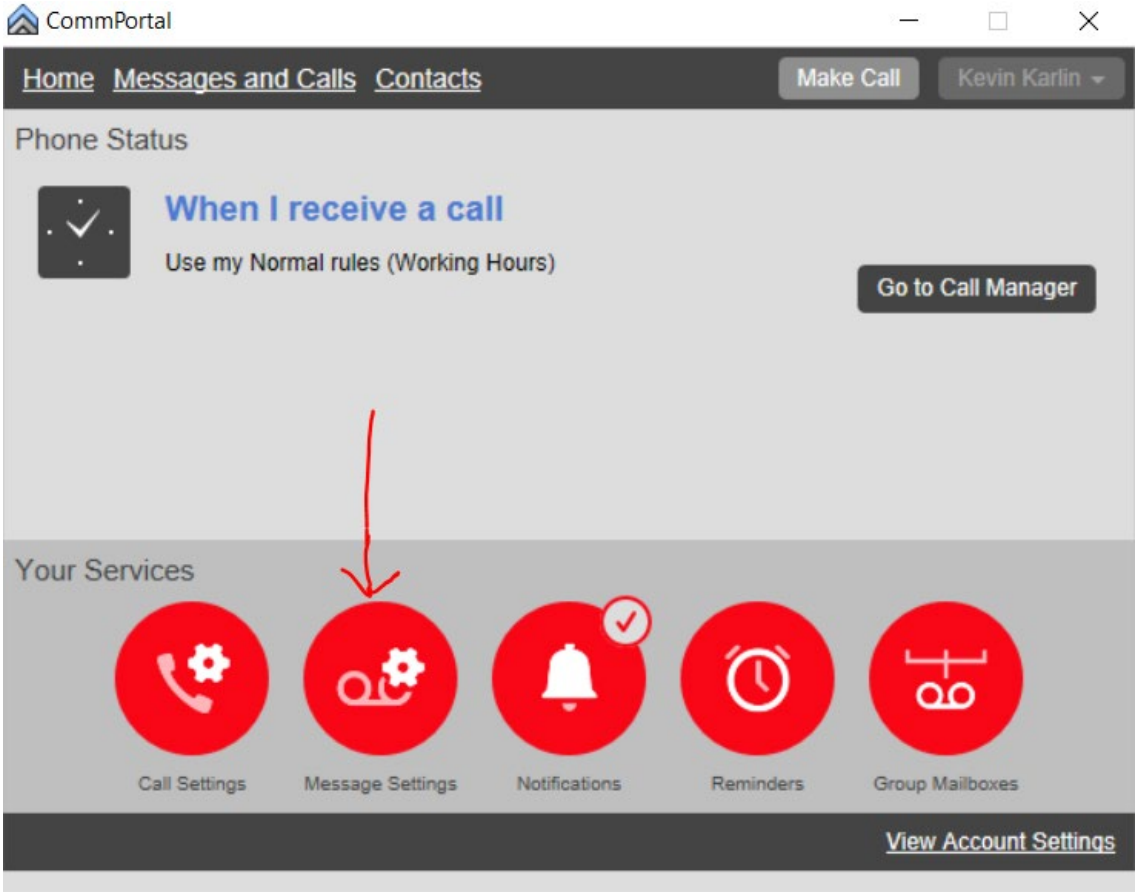
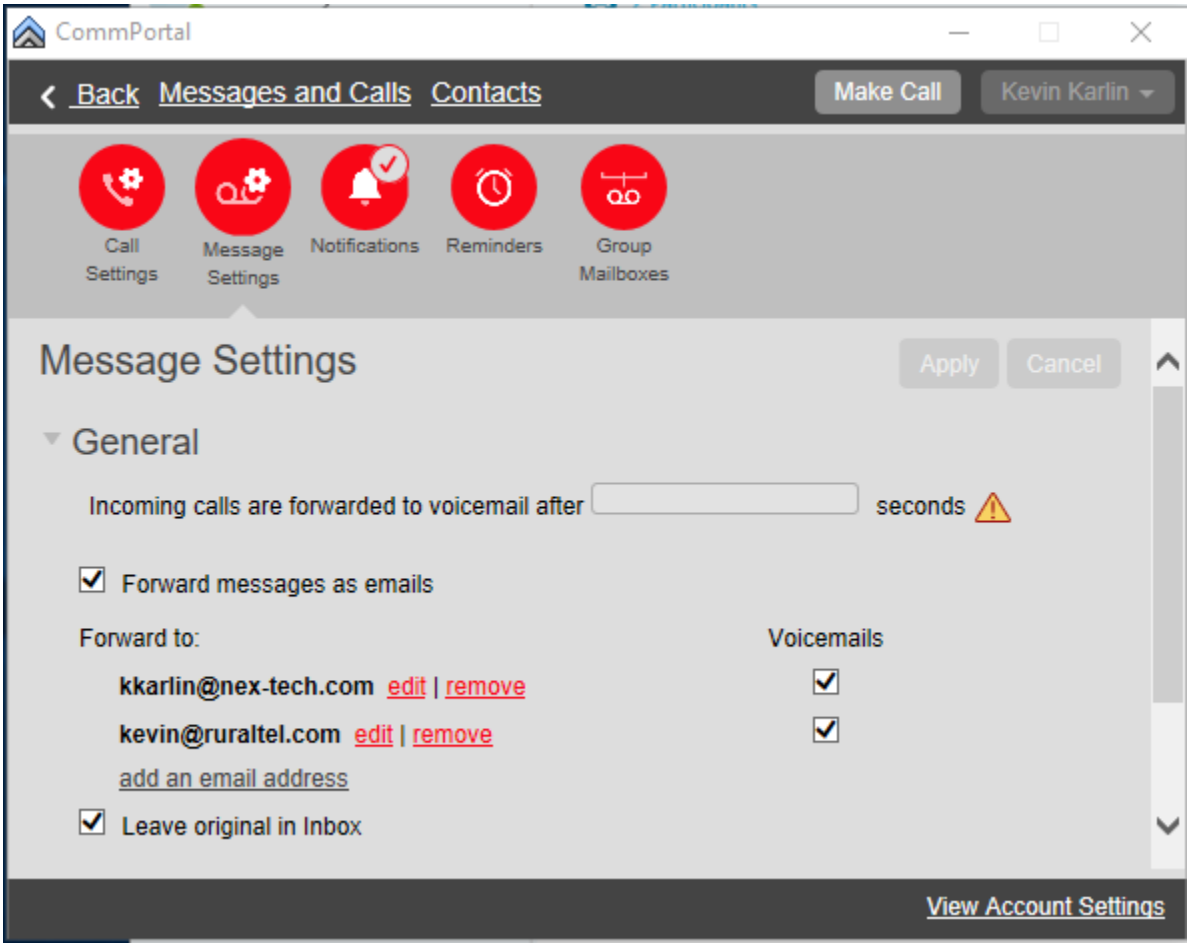
How do I...

Send my voicemails to my email:

Double click on your sergeant badge.
Go to message settings.





Check the box that says Forward messages as emails. Click add an email address. You can add up to 5 different addresses. You can also uncheck them to the right, which will leave the address in the commportal but not send the email. If you check Leave original in inbox, the message will stay on your phone until you delete it from the phone. It will also send the emails. With this box checked it will light your message waiting light. If you uncheck this box the system will delete the message after it sends you the email. Once you make the necessary changes you need to hit the apply button.