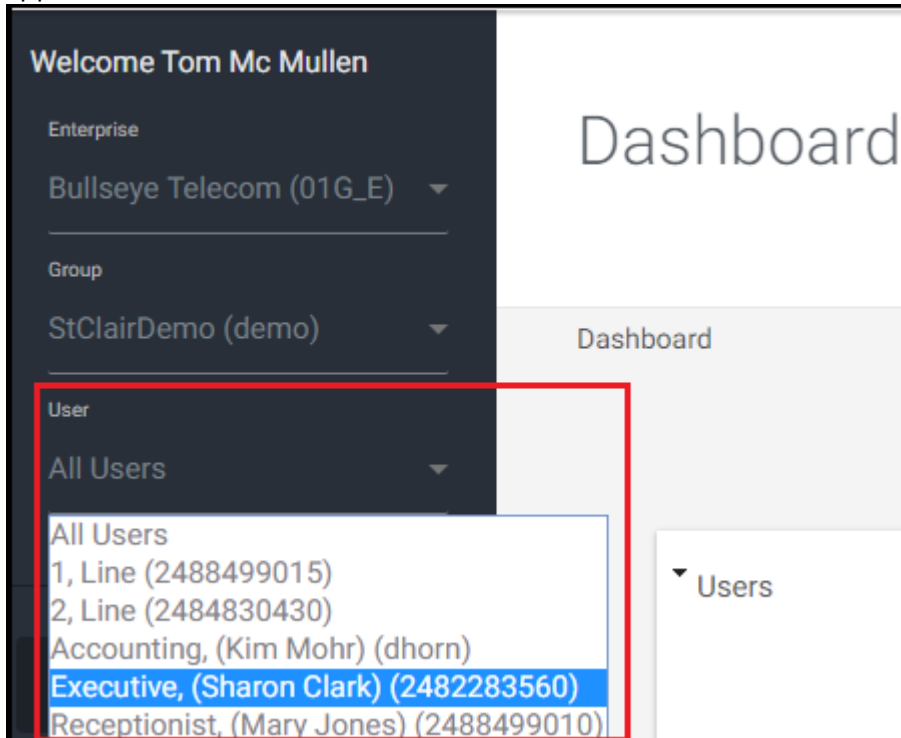
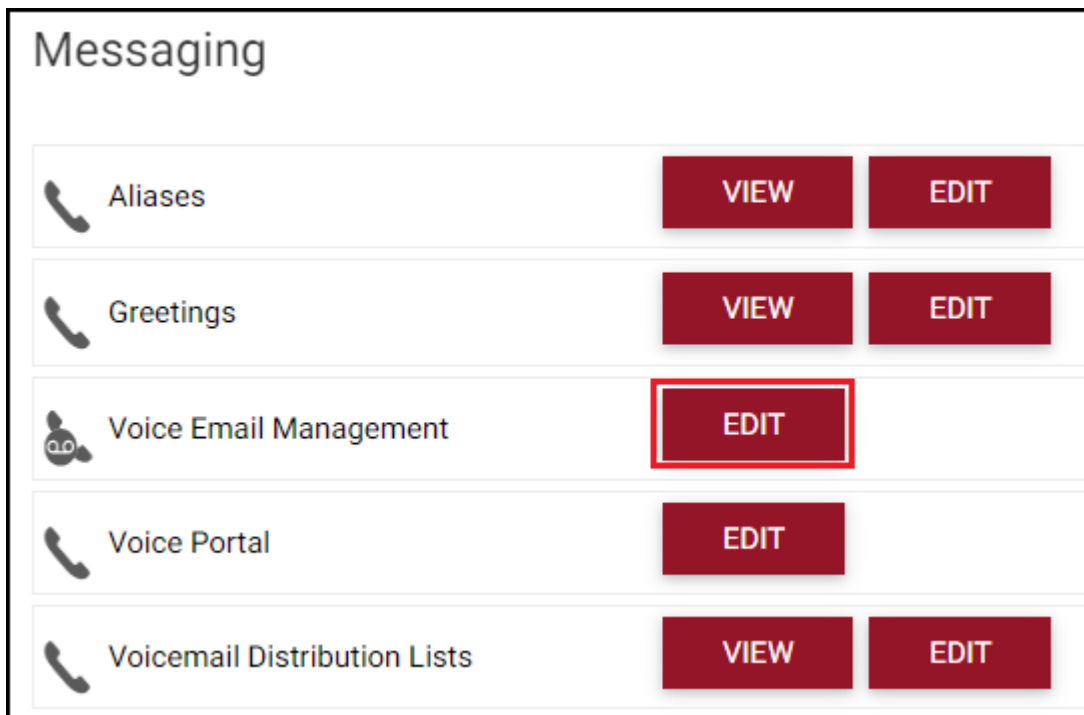


1. After logging into the BullsEye VoIP Portal, select the desired user from the **User** drop down menu in the upper left.



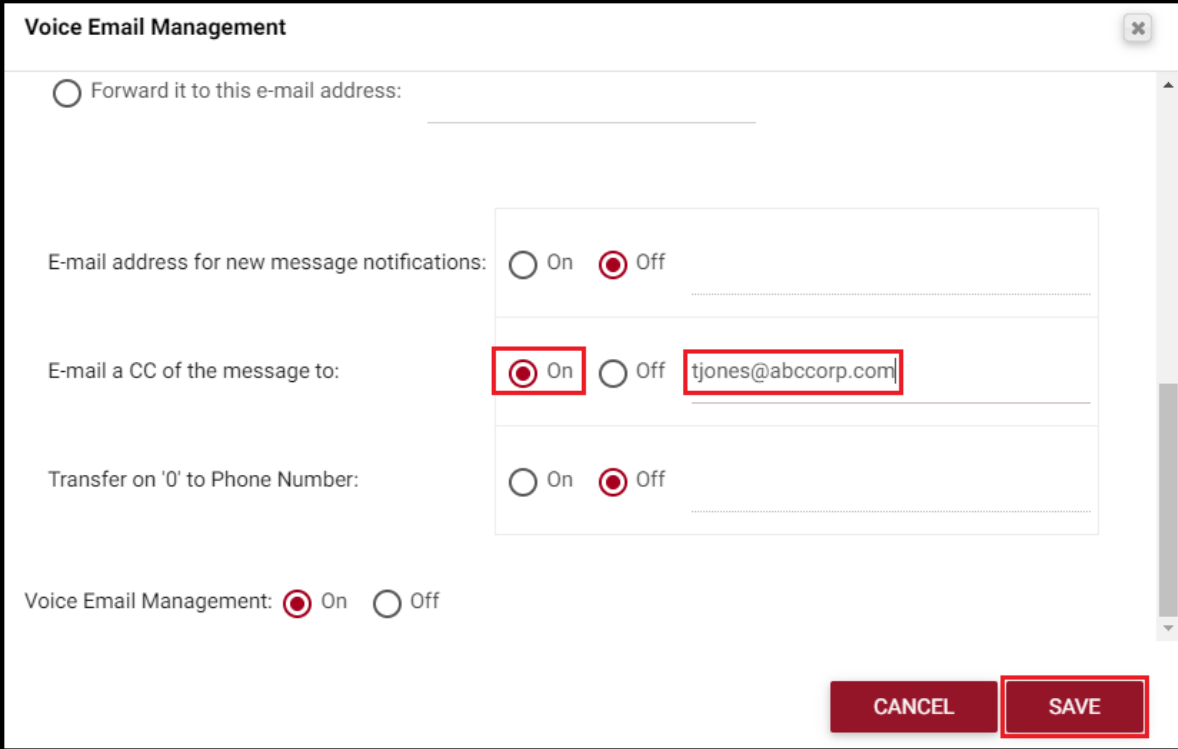
The Calling Features page is displayed.

2. Scroll down to the **Messaging** section and select **Edit** to the right of **Voice Email Management**.



The Voice Email Management pop-up is displayed.

3. Scroll down to the bottom of the pop-up window, toggle **On** the **E-mail a CC of the message to:** option and enter the email address of the user to receive the copy of the voicemail.



The image shows a 'Voice Email Management' pop-up window. It has a title bar with a close button (X) in the top right corner. The window contains several settings:

- 'Forward it to this e-mail address:' with an empty text field.
- 'E-mail address for new message notifications:' with radio buttons for 'On' and 'Off', where 'Off' is selected.
- 'E-mail a CC of the message to:' with radio buttons for 'On' and 'Off', where 'On' is selected. To the right of these buttons is a text field containing 'tjones@abccorp.com'.
- 'Transfer on '0' to Phone Number:' with radio buttons for 'On' and 'Off', where 'Off' is selected.
- 'Voice Email Management:' with radio buttons for 'On' and 'Off', where 'On' is selected.

At the bottom right of the window are two buttons: 'CANCEL' and 'SAVE'.

4. Click **Save**.