**Quick Start Guide for Outlook Voice Access**

**Voice User Interface**

**Main Menu**
- You can say:
  - "Voice Mail"
  - "Calendar"
  - "Personal Contacts"
  - "Directory"
  - "Personal Options"

**Welcome Menu**
- You can say:
  - "Contact Someone"
  - "Mailbox Extension"

**Play Message Summary**
- Voice Message: Priority, From, Date, Message Body

**Record**
- Record the message, then press # and say:
  - "Send It"
  - "Send It with High Importance"
  - "Send It Marked as Private"
  - "Play It Back"
  - "Start Over"
  - "Cancel"

**Contact Options**
- "Call the Office"
- "Call the Mobile Number"
- "Send a Message"
- "Find Another Contact"
- "Play Details"

**Contact Details**
- Personal Contact:
  - Business Address
  - Home Address
  - Other Address
  - Mobile Phone Number
  - Business Phone Number
  - Home Phone Number
  - E-Mail One
  - E-Mail Two
  - E-Mail Three

**Directory Contact**
- Office Phone Number
- Location
- First part of the E-Mail Address

**Available During Voice Mail Playback**
- "Next Message"
- "Next Unread"
- "Previous"
- "End"
- "Play Header"
- "Mark as New" (Unread)

**Available During Voice Mail Playback**
- "Reply"
- "Reply All"
- "Flag for Follow-Up"
- "Call"
- "Delete"
- "Rewind"
- "Fast Forward"
- "Slow Down"
- "Faster"
- "Pause"

**Forward**
- Say the person's name from the directory or say "Personal Contact". For example, you can also say, "Forward to (directory name)" or "Forward to a personal contact".

**Find by Name**
- Say the person's name from the directory or say "Personal Contact". For example, you can also say, "Find message from (directory name)".

**Play Meeting Summary**
- Meeting Request: Organizer, Time, Location, and Subject

**Say What Day**
- For example, you can say:
  - "Today's Calendar"
  - "Tomorrow's Calendar"
  - "Monday's Calendar"
  - "Calendar for March 15th"

**Play Meeting Summary**
- Call Location
- Call Organizer
- "I'll Be Late"
- "Accept/Tentative Accept"
- "Decline/Cancel"
- "Clear My Calendar"
- "Meeting Details"
- "Attendance Details"
- "Reply"
- "Reply All"
- "Forward"
- "Select Language"
- "First or Last"

**For the Meeting You Are Currently Listening To**
- You can say:
  - "Next Message"
  - "Next Day"
  - "Reply"
  - "Previous Meeting"
  - "Call Location"
  - "Call Organizer"

**Clear My Calendar**
- Starting with the current appointment you can say:
  - A time – for example, "3:30 P.M."
  - A number of days – for example, "2 days"

**I'll Be Late**
- For example, you can say:
  - "I'll be 3 minutes late", "10 to 15 minutes" or "I don't know".

**Confirm Greeting**
- Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 15-3-0.

**Turn On/Off Your Status**
- Enter the current local time in 24-hour format. For example, for 3:30 P.M., enter 15-3-0.

**Record**
- Record the message, then press # and say:
  - "Send It"
  - "Send It with High Importance"
  - "Send It Marked as Private"
  - "Play It Back"
  - "Start Over"
  - "Cancel"

**UC San Diego**