

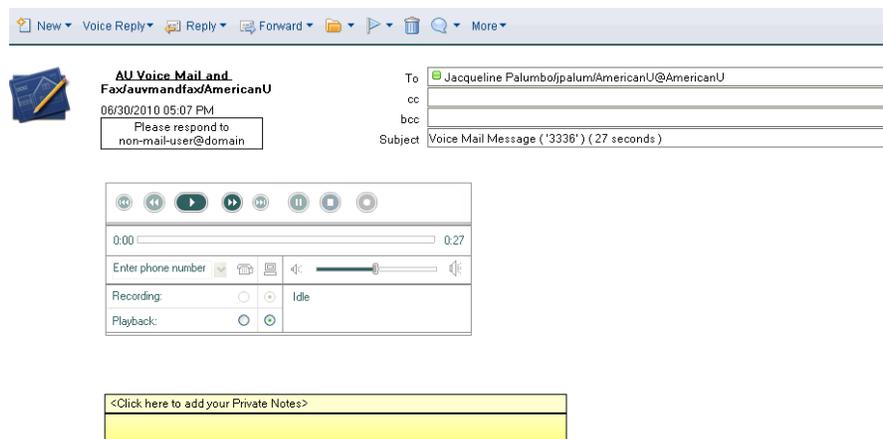


Installing the Avaya Plugin for Lotus Notes Client (Windows)

1. Exit all Windows programs, including the Lotus Notes client.
2. Login to the AU web portal at <https://myau.american.edu> and click the **TECHNOLOGY** link. Then, from the Personalized Links column, click **DOWNLOAD SOFTWARE**.
3. Click **AYAVA PLUGIN – NOTES CLIENT FOR WINDOWS** in the **Software Updates** section of the webpage.



4. Follow the prompt to **download** the Avaya plugin file to your computer.
5. After the file has downloaded, **double-click** the file to run the program which will install the Avaya player in Lotus Notes. You may be prompted to reboot your computer; if you prefer, you can wait until a later time to reboot.
6. Open the Lotus Notes Client. When a voice mail message is opened, the voice player is loaded.



NOTE: If you are accessing your voicemail through another application, you will be able to play the message as a **.WAV** file.