

## 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 <u>https://myau.american.edu</u> and click the **TECHNOLOGY** link. Then, from the Personalized Links column, click **DOWNLOAD SOFTWARE**.
- 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.

AU Voice Mail and FaxJaurmandfax/AmericanU 06/30/2010 05:07 PM Please respond to non-mail-user@domain	To cc bcc Subject	Jacqueline Palumbo/palum/AmericanU@AmericanU     Voice Mail Message ('3336') (27 seconds)
	0	
0:00		0.27
Enter phone number 🚽 🕋 🖳 🥠 🗕	-0-	
Recording:   Playback:		

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