Setting up your email notifications

Eric Ruthenberg - 2019-09-12 - Comments (0) - Phones

For the full article online, click here: https://support.ringcentral.com/s/article/9740

Log into your RingCentral account.

1. Click on **Settings** and select **Notifications**.

2. Under **Messaging Notifications**, you can be notified by email or by SMS when you receive the following, depending on which is checked (enabled):

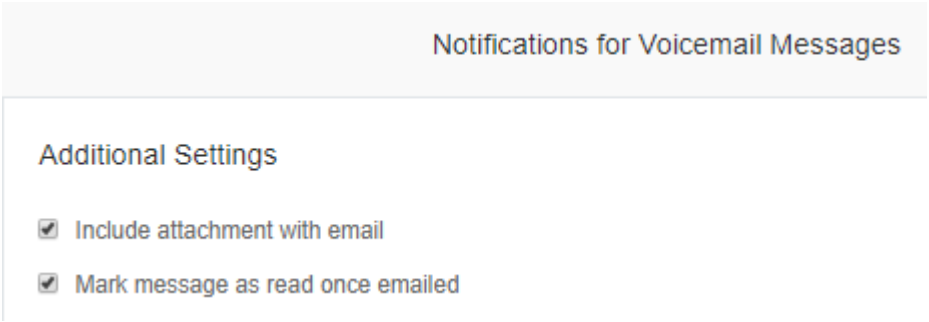
• Voicemail messages
• Received Faxes
• Missed Calls
• Fax Transmission Results
• Received Text Messages

Notification by Email

Enter the **Email Address** where you want the email notifications to be sent. You can enter multiple email addresses to receive the email notification by separating each using a comma.

Click **Save** when finished.

If you don't want the red light on your phone to blink once you've been emailed a message, under Messaging Notifications, click Advanced Settings, then Customize Notifications for Voicemail messages.



Select "Mark message as read once emailed" and hit Done. Hit Save in the Messaging Notifications screen.