MCI MessageCenter
How to set up email and text notifications.
**https://messagecenter.mci.com/**

Email Notifications

1. Go to the link below and **enter your 10-digit phone number**. Then click "**Continue**".

https://messagecenter.mci.com


2. You will be forwarded to the specific web link where you will be able to access your account. If you will access your account via the web interface on a regular basis, you may bookmark this link for quick access. **Enter your phone number and your PIN code**. This is the same PIN code you use to access your account voicemail and options via the telephone menu system. Then, click "**Login**".
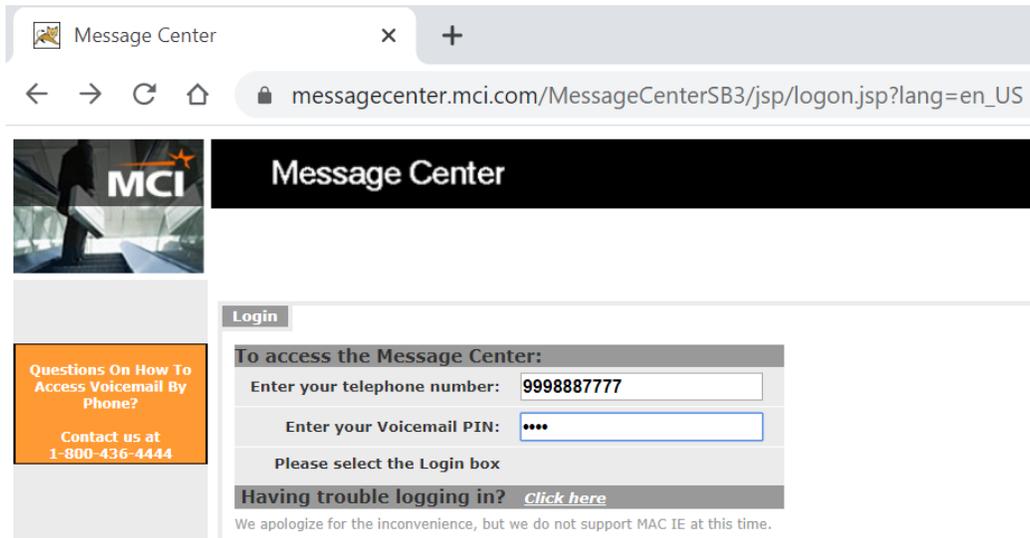
3. If this is the first time you have logged into your account, or if your PIN code has expired, then you may be required to **enter a new PIN code**. Please do so and click "**Save**".
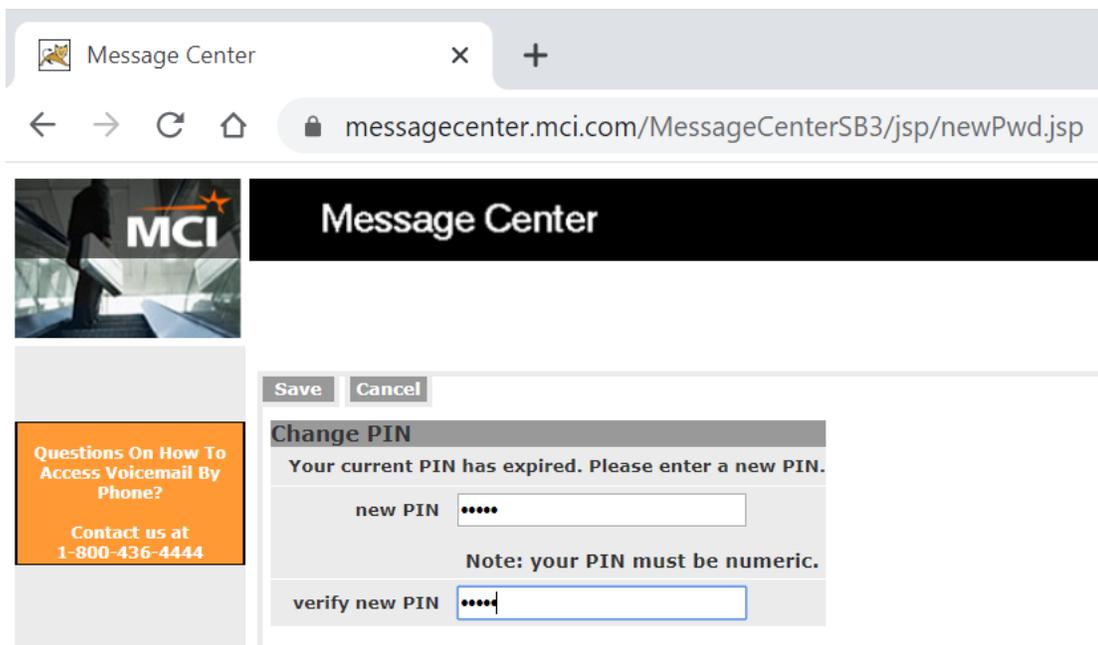
4. You will now be able to view your account voicemails and options. **Click on "My Info"** to setup your voicemail notifications to an email address**.**

Please note that the information and tabs shown in the image below may differ from your own depending on the features provided by your account type.
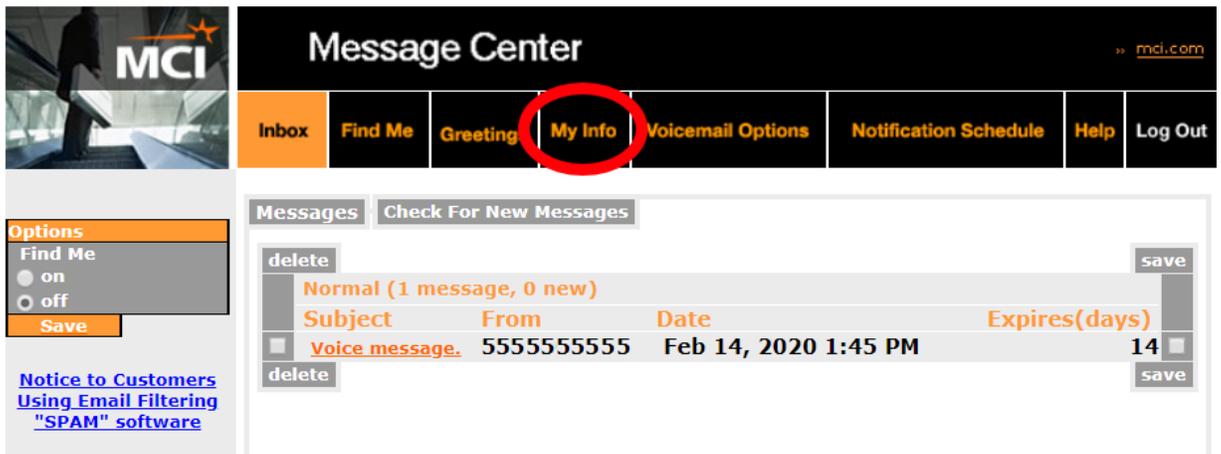
5. **Enter your email address** in the space provided. **Set "E-mail Notification" to "On"**. Then **click "Save"**.

Please note that the information and tabs shown in the image below may differ from your own depending on the features provided by your account type.
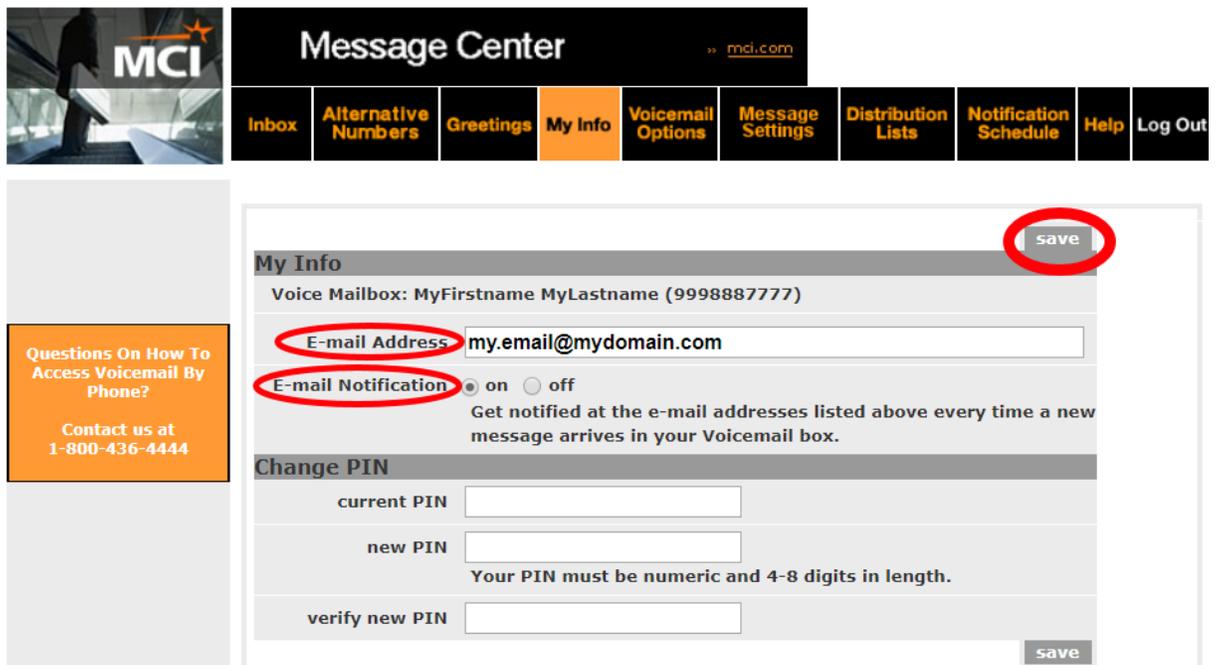
6. **Test your email notification by calling your phone number from a different phone and leaving a message**. After leaving a message, you should promptly receive an email notification similar to that shown below at the email address you provided in the previous step. This email should have a direct link to the login page for your account.

From: <voicemail@verizon.com>
Date: Fri, Feb 14, 2020 at 2:47 PM
Subject: New Voicemail Message from 555-555-5555 for 999-888-7777
To: <my.email@mydomain.com>

You have received a Voicemail message from 555-555-5555.
You may listen to your message in any of the following ways:

* Call 00 from your home phone and press option 1,
* Call 877-584-8813, enter your home phone number and Voicemail PIN,
 and follow the prompts.
* Log on to https://messagecenter.mci.com/MessageCenterSB4/jsp/logon.jsp, enter your
telephone number and Voicemail PIN, and listen to your message right over your computer.

Fri 14 Feb 2020 02:47 PM CST

You now have 2 New Messages and 0 Saved Messages.

This is a system generated message. Please do not reply.

Text Notifications

1. Follow steps 1-3 in section "**Email Notifications**" above.

2. You will now be able to view your account voicemails and options. Click on "**Notification Schedule**" to setup your voicemail notifications as a text message to a cell phone or pager.

Please note that the information and tabs shown in the image below may differ from your own depending on the features provided by your account type.
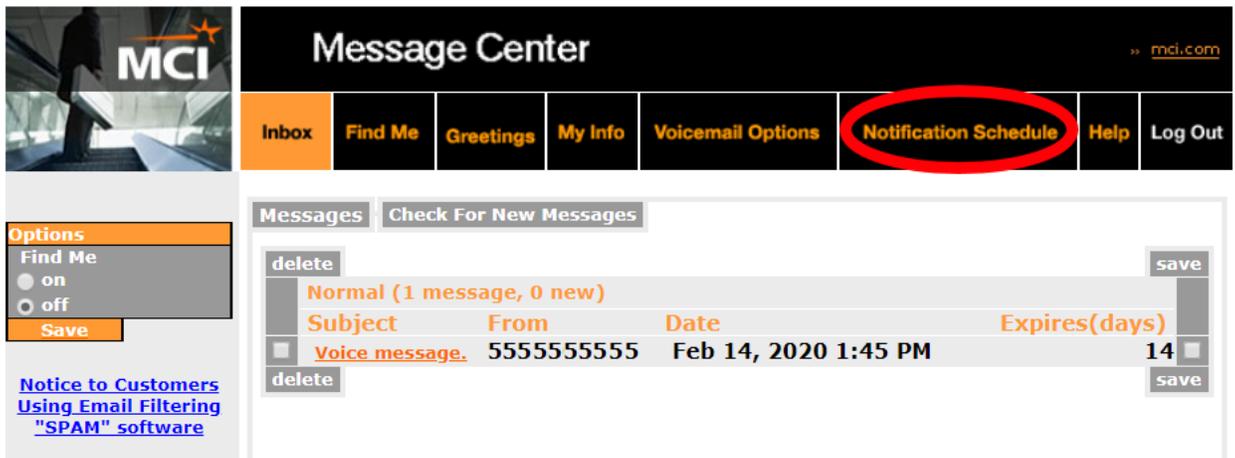
3. Update the fields as follows to enable your text notifications.

Please note that the information and tabs shown in the image below may differ from your own depending on the features provided by your account type.

a. **Voicemail notification**: Select "activate the schedules below"
b. **Notification Schedule 1**: Select "On"
c. **Primary device**: Select your phone or pager service provider
d. **Primary pager/phone number**: Enter the phone number of the device you wish to receive text messages on.
e. **Days active**: Select "All week"
f. **Start/end time**: Select "All day"
g. **Click "Save"**

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| Inbox | Alternative Numbers | Greetings | My Info | Voicemail Options | Message Settings | Distribution Lists | Notification Schedule | Help | Log Out |

Questions On How To Access Voicemail By Phone?

Contact us at 1-800-436-4444

save

Voicemail notification ○ activate schedules below
○ deactivate schedules below

	Status	Device	Device Number	Days	Start	End
schedule 1	on			all week	24h	24h
schedule 2	off					
schedule 3	off					
schedule 4	off					
temporary	off					

clear save

Notification Schedule 1

schedule status ● on ○ off

notification level Normal ▼
the minimum priority level at which notification of messages occurs

primary device Verizon/Verizon Wireless/Verizon PCS Phone ▼

primary access number

primary pager/phone number 5555555555

backup device ▼

backup access number

backup pager/phone number

days active ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
☑ all week

start time ___ : ___

end time ___ : ___ ☑ all day

clear save

4. **Test your text notification by calling your phone number from a different phone and leaving a message**. After leaving a message, you should promptly receive text notification that you have received a voicemail on your account.