EVM Quick Start

Basic Settings to Configure an EVM Account

1. Go to https://www.biff.telcom.arizona.edu/
2. Enter mailbox 7-digit telephone number without the dash (Ex: 6268324).
3. Enter temporary PIN (1234).
4. Click Login.
5. Click Change PIN and change your PIN for enhanced security.
6. To configure your personal settings:
   - Enter your current code in the **Voice Mailbox Security** field
   - Enter your email address in the **Return Email** field
   - Under **evmDeliver** section, for **Voice**, select **All**
   - Next, enter the email address or addresses you want voicemail delivery sent to
     - Check the **Active** box(es)
   - For **Attachment Format**, select **GSM**
7. Click the **Submit Changes** button.
8. Click the **Logout** button.

**NOTE:** other settings, such as **evmNotify** and **Deliver all messages since** are explained in the EVM User Guide. The guide, as well as other EVM documentation, is available at: [http://uits.arizona.edu/services/enabled-voice-mail-evm](http://uits.arizona.edu/services/enabled-voice-mail-evm)