



## ANNOUNCING TWO NEW COMMPORTAL FEATURES

### COMMPORTAL SET UP WIZARD

New users to CommPortal Web will now be greeted with a set-up wizard the first time they log in. The wizard will walk them through the initialization process where they will:

- + Change their EAS Password.
- + Change their Voicemail Pin
- + Record their name for announcements that are used in the voicemail system including the Dial by Name feature.
- + Record their default voicemail greeting.

Once initial set up is complete, the user is taken to the CommPortal Home screen.



### ACTION LINKS FOR VOICEMAIL TO EMAIL

When using the forward to email feature for voicemail messages, You can also choose to include action links in the forwarded message. These links allow you to perform actions including deleting the message from the email, account telephone and CommPortal simultaneously.

#### General

- Forward messages as emails
- Forward to: [smaier@northland.net](mailto:smaier@northland.net) [edit](#) | [remove](#)  
[add an email address](#)
- Leave original in Inbox
- Include action links in emails

#### Voicemails



On the Message Settings page, check the box for Include action links in emails.

The next time you receive a voicemail, the following links are included in the body of the email.

- [Delete this message \(without further confirmation\)](#)
- [Mark this message as read](#)
- [Mark all messages as read](#)
- [Log in to your voicemail account](#)

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