Setting your Voicemail to be Sent to Email

Business Seat

Log into the portal
Underneath where it says "Message Settings," check the box next to "Forward messages as emails"

Click on the hyperlink "add an email address"

Input your email address (you can add up to 5 email addresses)

Click "Add"
Click the box next to "Leave original in Inbox" if you would like to continue to access the Voicemail from your physical phone, as well as from your email.

Leaving this unselected will mean that you only will receive your Voicemail via email, and cannot access it on your physical phone.

Once satisfied, click "Apply" in the upper right of the page.