

About the Cisco Unity Connection Web Inbox

The Cisco Unity Connection Web Inbox lets you manage voice messages and any voice message receipts you receive. You can compose new voice messages, and play, reply to, forward, or delete the voice messages you receive. The web inbox allows you to check and send voicemail messages without the need for your phone.

Access the Web Inbox by using an Internet browser to go to <http://myvoicemail.uvm.edu/inbox/>.

When someone leaves you a voicemail, it will appear in your e-mail inbox. The e-mail will be addressed from the Cisco Unity Connection Messaging System or the caller ID of the caller if available; if an on campus user sends you a voicemail it will be addressed from them.

When you have a new voicemail message, the message waiting indicator light will be lit on your desk phone. Once you check your voicemail from either the phone or your Cisco Unity Connection Web Inbox the light will turn off. If you file your voicemail messages into a folder other than the inbox you cannot retrieve them from the physical phone only the web.



Timesaver: Bookmark the Web Inbox URL, so you do not have to enter the web address each time you want to access the Web Inbox.

The screenshot displays the Cisco Unity Connection Web Inbox interface. At the top, the Cisco logo and 'Web Inbox' are visible, along with the user name 'kbader' and links for 'Sign Out' and 'About'. Below the header, there are tabs for 'Messages', 'Settings', and 'Routing Rules'. The main area shows a list of messages in the 'Inbox' folder. The messages are as follows:

From	Subject	Received	Duration
Pat Jones	FW: Came by and left the specs on your desk...	2:27 PM	25.4s
Robin Smith	RE: Urgent query	2:03 PM	6.1s
Robin Smith	Urgent query	1:56 PM	6s
Robin Smith	Delivery Status Notification (Read)	Monday, 5:10 PM	0s
Robin Smith	This Message is Private ... forgot to add (private info)	Monday, 4:41 PM	13.1s
Robin Smith	Urgent info on the project	Monday, 4:40 PM	5.8s

At the bottom of the interface, there are playback controls including a volume slider, a '1 - 6 of 6' indicator, a search box with '5000' entered, and buttons for 'Phone' and 'Computer'.

From this screen you will see any messages that have been left for you.

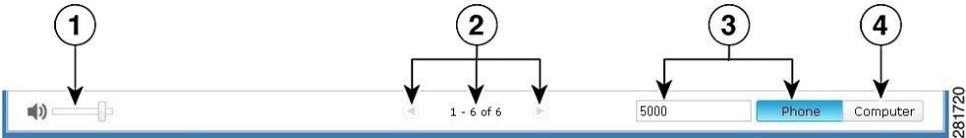
NOTE: Playback of messages requires speakers either built-in to your computer or external speakers to be attached to the computer

Web Inbox Controls



1	Open the Messaging Assistant in a new browser window or tab.	6	Refresh the information on the current page.
2	Open the Cisco Unity Connection Messaging Assistant in a new browser window or tab.	7	Compose a new voice message.
3	<i>(Display only)</i> The account with which you are signed in.	8	View or manage messages in your Sent folder.
4	Sign out of Web Inbox and return to the sign-in page.	9	View or manage messages in your Deleted Items folder.
5	View Web Inbox information.	10	View or manage messages in your Inbox folder.

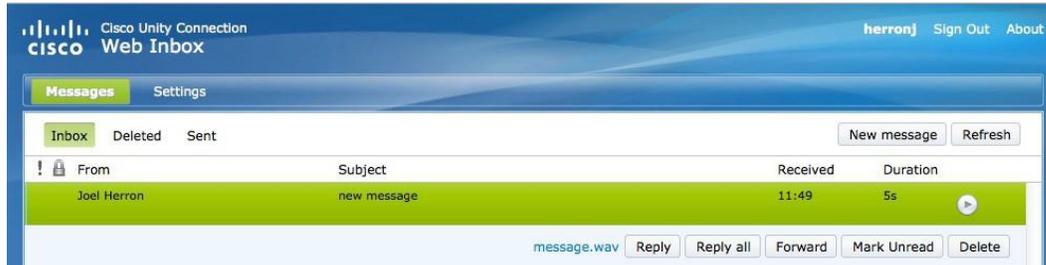
Audio Controls



1	Change the audio playback volume. (Available only when Computer is selected as the playback and recording device.)	3	Cisco Unity Connection calls you at the extension you enter in the text box to make a recording or to play audio. You speak and listen through the phone handset or speakerphone.
2	View the number of messages in the folder and scroll through pages of messages if there are more than 25 messages in the folder.	4	Connection uses the computer microphone and speakers or other default audio device to make a recording or to play audio.

Listening to a message

To listen to a message click on the message and then click the play button. Options for dealing with the message will also options appearing below it.



Composing a New Message

1	Enter the first one or more letters of a user's name (first, last, or username). Cisco Unity Connection automatically suggests users whose names match your entry.	8	Mark the message Private.
2	Open the Cc recipient's field to enter additional recipients who will receive a copy of the message.	9	Discard the message without sending or saving it.
3	Open the Bcc recipient's field to enter additional recipients who will receive a blind copy of the message.	10	Send the message.
4	Request a read receipt for the message.	11	In Record mode, select Start Recording to use the Phone or Computer audio device. In Upload mode, select Upload File (not pictured here) to use a prerecorded audio file.
5	Mark the message Secure. (Depending on your mailbox configuration, this option may not be available, or may already be selected.)	12	Mark the message Urgent.
6	Select Upload mode.	13	Enter the subject of the message.
7	Select Record mode.		

Sending a new message

To send a new message to another on-campus user click the “New message” button from the right side of the screen. This will bring up a dialog box for you to create your new message.

NOTE: In order to send a message your computer must have a built-in microphone or your must have an external microphone attached to the computer.

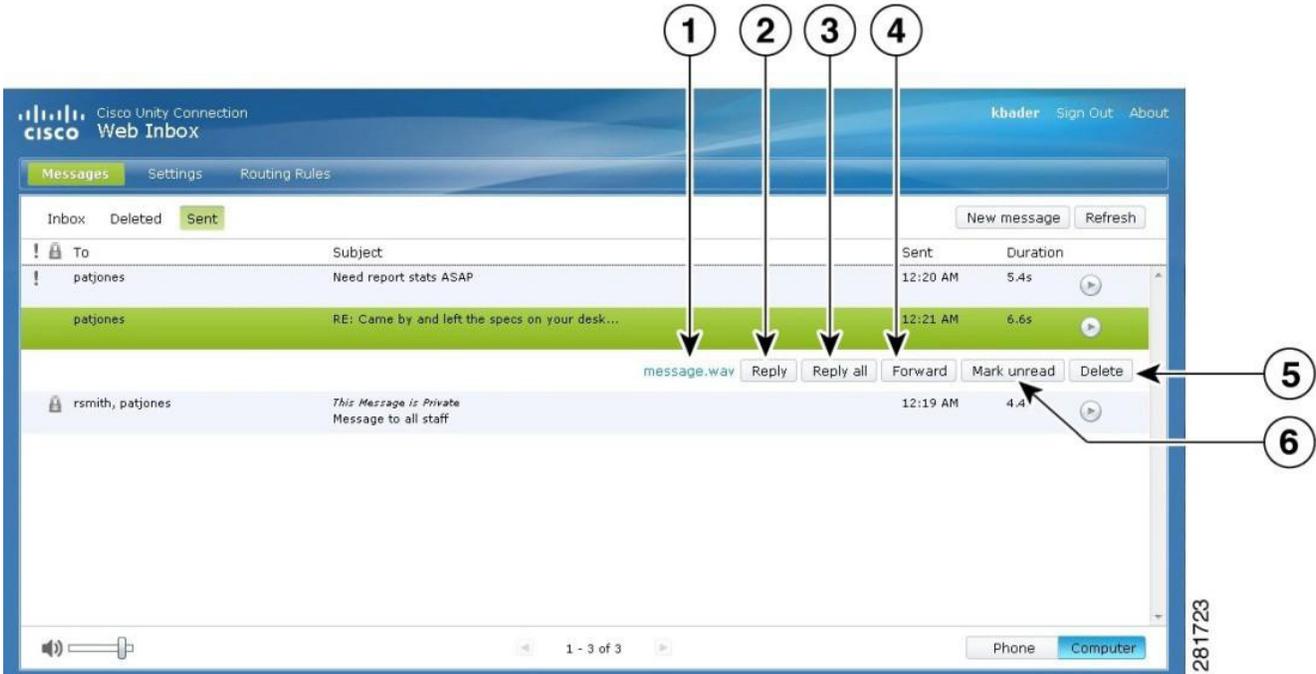
In the “To” line enter recipient(s) UVM email address(es). Next enter a subject and select the any of the options that you’d like the message to have.

From here you have two options, create a new recording or upload an existing audio message.

To record new messages first ensure that your microphone is working and then click the “Start Recording” button. You may get a message requesting access to your microphone, click accept and then close. Once you click record the system will begin to record your message; once you are done click the “Stop Recording” button. You will now have the option to listen to your recording or rerecord your message if you were not satisfied with the recording. Once you are happy with your message click the “Send” button in the bottom left of the dialog box and your message will be sent to the recipient(s) you indicated in the to line.

Deleted Folder

1	Permanently delete all items in the Deleted folder.	3	Right-click to download the message audio and save the file on your computer. (This option is not available for secure messages.)
2	Move the selected message back to the Inbox folder.		



Sent Folder

1	Right-click to download the message audio and save the file on your computer. (This option is not available for secure messages.)	4	Forward the message.
2	Reply only to the sender.	5	Delete the message permanently. (Sent messages are not moved to the Deleted folder.)
3	Reply to the sender and all recipients.	6	Mark the message unread.