UNIVERSITY OF MARYLAND

Unity Connection Web Inbox Getting Started Guide

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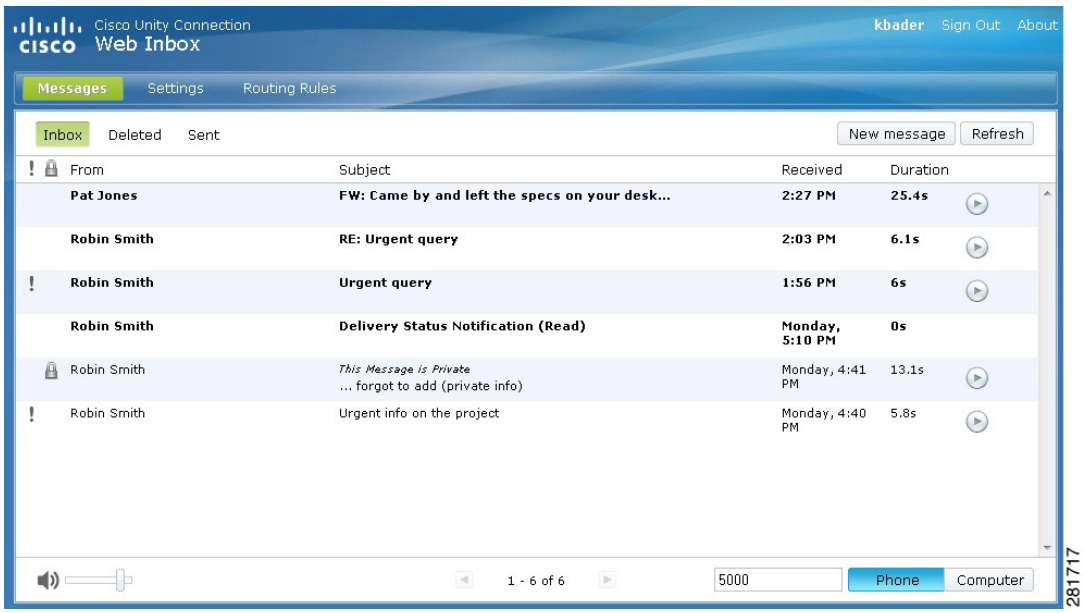
About the Cisco Unity Connection Web Inbox

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.

Access the Web Inbox by using an Internet browser to go to

https://vm.umd.edu/ciscopca

Click on "Web Inbox."



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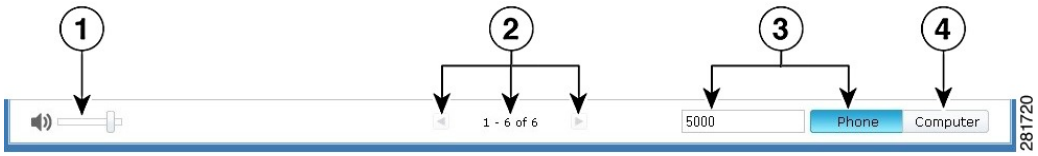
Web Inbox Controls

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 Personal Call Transfer Rules web tool in a new browser or tab.	7	Compose a new voice message.
3	*(Display only)* The account with which you are signed in.	8	View or manage messages in your Sent folder. (*not available*)
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	Unity Connection uses the computer microphone and speakers or other default audio device to make a recording or to play audio.

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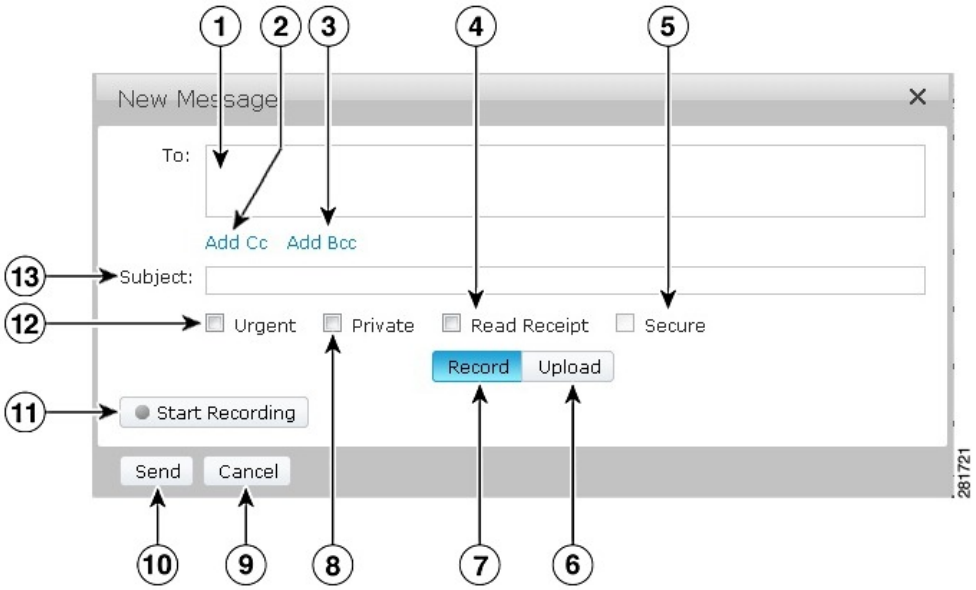
Composing a New Message



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 recipients 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 recipients 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. (If you mark the message as Private, it will be marked as Secure.)	12	Mark the message Urgent.
6	Select Upload mode.	13	Enter the subject of the message.
7	Select Record mode.		

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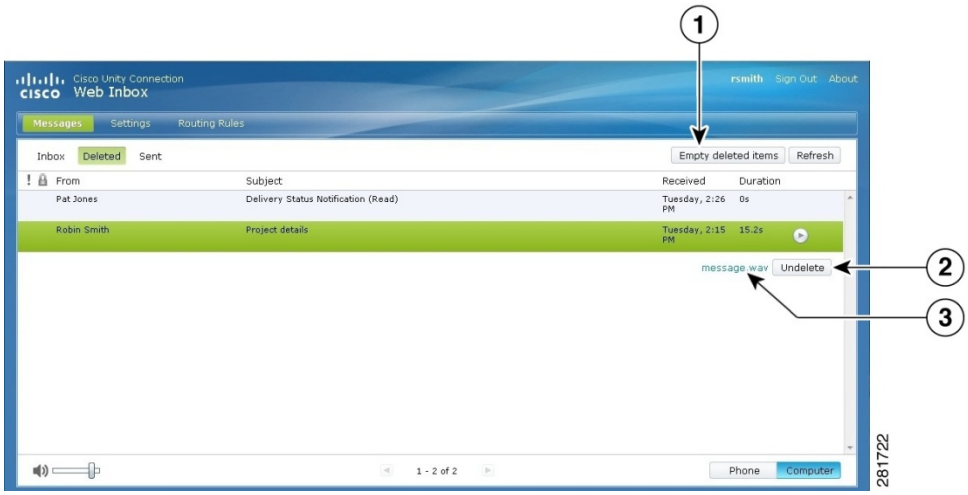
Deleted Folder



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.)
2	Move the selected message back to the Inbox folder.		

Frequently Asked Questions

Q. Can I send voice messages to my private lists from the Web Inbox?

A. Yes.

Q. Can I use Cisco Unity Connection to send, receive, or view faxes?

A. No, fax functionality is not available with Cisco Unity Connection.

Q. Why are the messages I send not available in the Sent folder?

A. The system has not been configured to save sent messages.

Q. When I record audio for a message, can I play back the recording?

A. There is currently no way to play back a recording in Web Inbox before sending the message.

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