

# Accessing Voicemail from Web Inbox

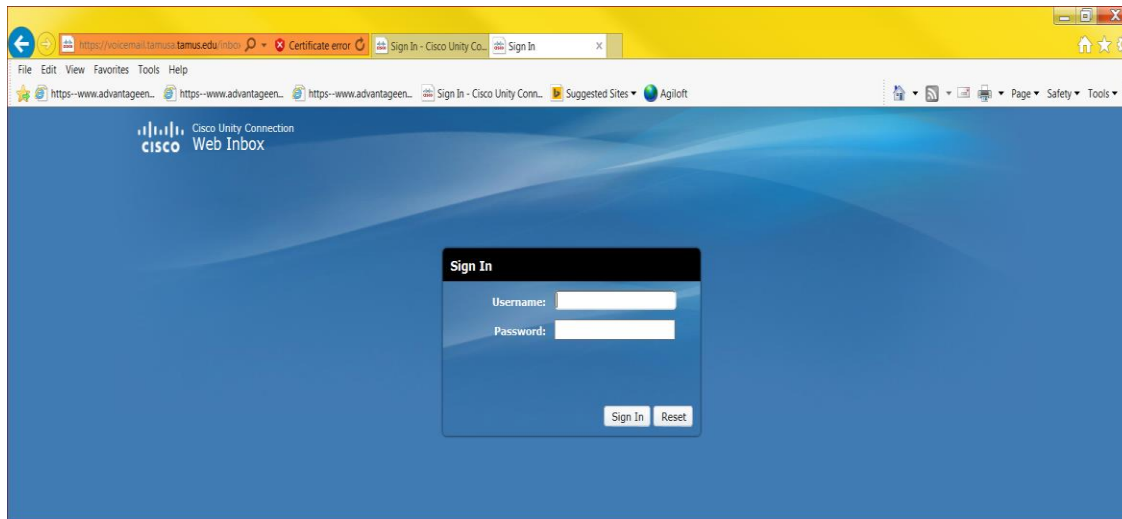


Enter the following URL:

<http://voicemail.tamusa.tamus.edu/inbox>

The following screen will come up.

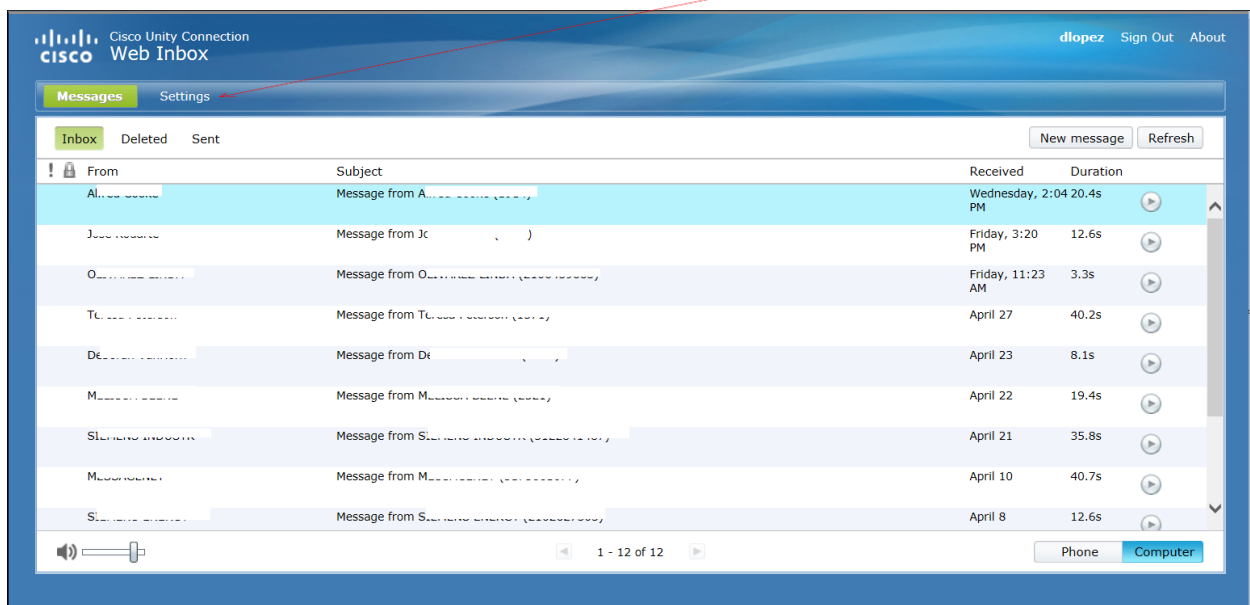
Use your Domain Credentials to log in.



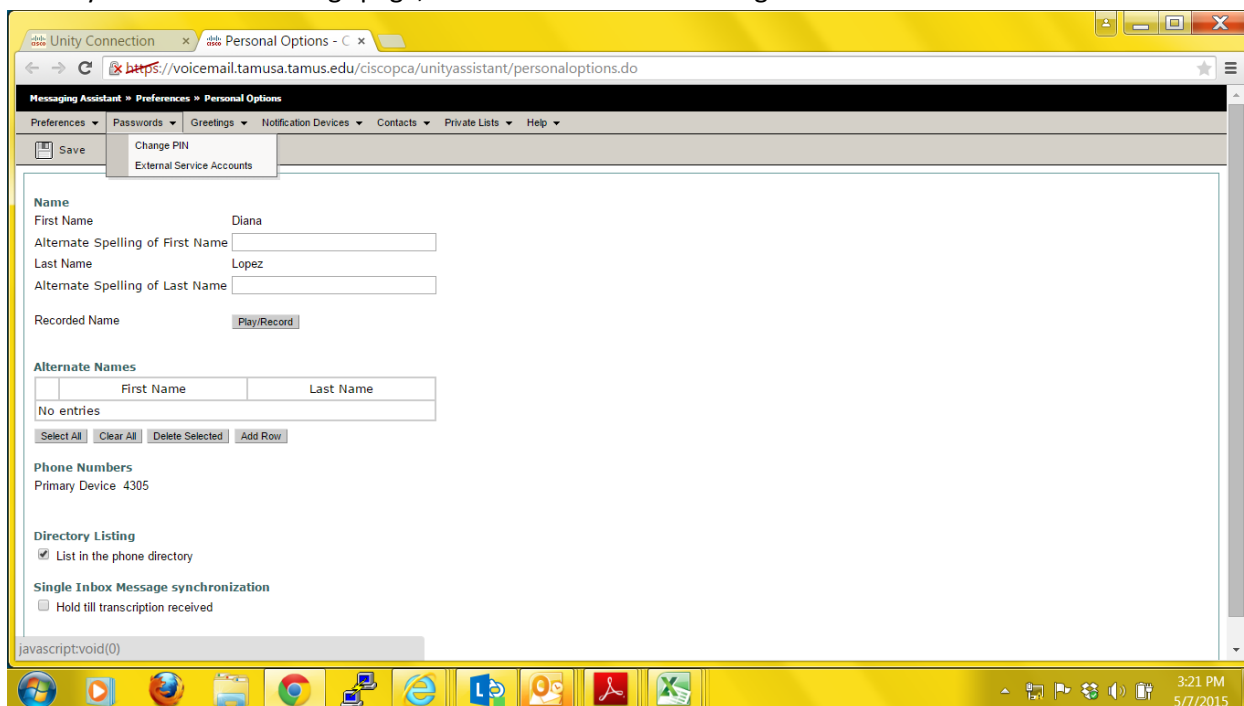
## **TO RESET YOUR VOICEMAIL PASSWORD (also referred to as PIN)**

The following screen will come up.

To reset the PIN (password) for your voicemail, click on the Settings tab.

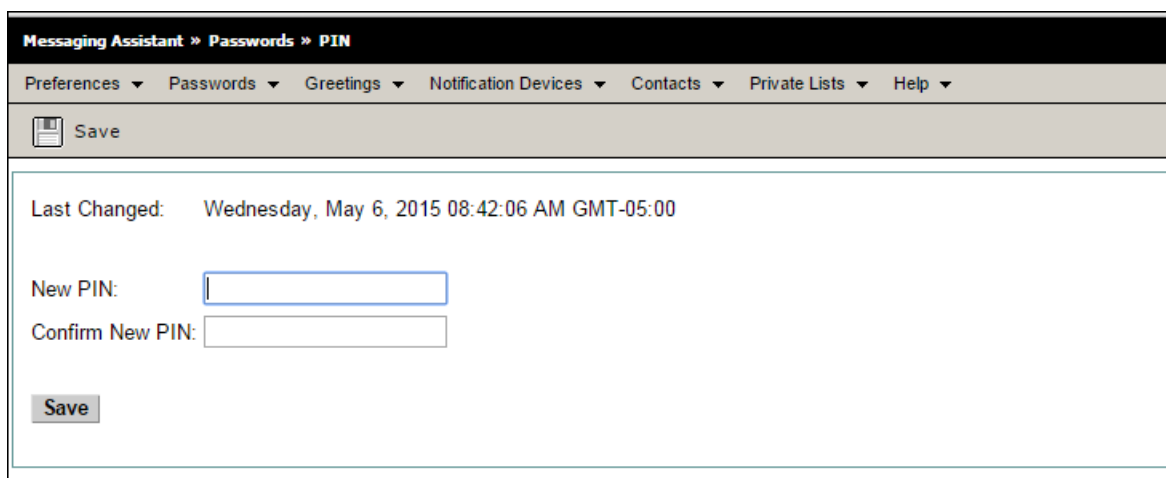


When you are at the Settings page, click on "Passwords > Change PIN"



Proceed to resetting your password. You must use digits only (0-9) with a minimum length of 5.

Click Save



This will reset your voicemail password so that you can access it from your telephone when you press the messages button



## TO MANAGE YOUR VOICEMAIL MESSAGES

To Check Messages, click on the **Messages** tab.

To ensure that all messages are deleted, highlight the message and click Delete, then go to the Deleted tab and clear them from there.

The screenshot displays the Cisco Unity Connection Web Inbox interface. At the top, there are tabs for 'Messages' and 'Settings'. Below these are sub-tabs for 'Inbox', 'Deleted', and 'Sent'. The 'Deleted' tab is currently selected. A list of messages is shown with columns for 'From', 'Subject', 'Received', and 'Duration'. One message is highlighted in green. Below the list, there are action buttons: 'message.wav', 'Reply', 'Reply all', 'Forward', 'Mark Unread', and 'Delete'. A red arrow points from the 'Delete' button to the 'Deleted' tab. At the bottom, there is a volume control icon, a page indicator '1 - 25 of 25', and device selection buttons for 'Phone' and 'Computer'.

From	Subject	Received	Duration
Christine Moore	Message from Christine Moore (7...)	Tuesday, 9:50 AM	17.7s
College of Ed Reception	Message from College of Ed Reception (2572)	Tuesday, 9:14 AM	13.9s
Main Server Room	Message from Main Server Room (1000)	Friday, 10:53 AM	15.1s
ENTECH SALES DE	Message from ENTECH SALES DE (2105121454)	Friday, 10:45 AM	20.7s
ENTECH SALES DE	Message from ENTECH SALES DE (2105121454)	Thursday, 2:53 PM	41.9s
ENTECH SALES DE	Message from ENTECH SALES DE (2105121454)	Oct 1	57.6s
ENTECH SALES DE	Message from ENTECH SALES DE (2105121454)	Oct 1	37.1s
Main Server Room	Message from Main Server Room (1000)	Oct 1	3.5s