Log in to your Unity Connection account via the Networking/Telecom home page. Click the link found under Access Unity Connection by Web.



Use your SSO, or UMKC user ID and password. This is not like webmail; type only your username, not your whole email address.



## Click Web Inbox.



Here you will see your voice mail box as it appears on the Unity Connection server. The number of items in each folder appears at the bottom of the page.

<ul> <li>Rents</li> <li>Rents</li> <li>Suggested Sites ▼</li> <li>Web Slice Gallery ▼</li> <li>web Slice Gallery ▼</li> </ul>			
IIIII       Cisco Unity Connection         CISCO       Web Inbox         Messages       Settings		phi	illipsdeb Si
Inbox Deleted Sent		N	ew message
! 🔒 From	Subject	Received	Duration
Kincade, Larry F.	Message from Kincade, Larry F. (2605)	Wednesday, 11:26 AM	13s
Vogl, Jane	Message from Vogl, Jane (1496)	Feb 20	44.9s
Richardson, Jerry R.	Message from Richardson, Jerry R. (1282)	Feb 20	83.2s
Silkman, Julie J.	Message from Silkman, Julie J. (1142)	Feb 7	20s
Ralph, Sarah	Message from Ralph, Sarah (1611)	Feb 5	24.6s
DeSimio, Maria	FW: Message from Strayer, Gailyn (6732)	Jan 25	77.5s
Jellison, Judy	Message from Jellison, Judy (1740)	Jan 22	39.5s
Carol Fitzpatrick	Message from Carol Fitzpatrick (5677)	You must have voicemails in th	quicktime instal is browser.
unityconnection@umkc.edu	Message from Unknown sender (3107345183)	Jan 10	6.7s
<b>■</b> ) ====[+	<ul><li>1 - 10 of 10</li></ul>		Phone

If you want to do anything with a particular message, highlight it and the options will appear in buttons below the message.

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Kincade, Larry F.	Message from Kincade, Larry F. (2605)	Wednesday, 11:26 AM	13s	
	message.wav Reply Reply	all Forward	Mark unread	D
Vogl, Jane	Message from Vogl, Jane (1496)	Feb 20	44.9s	
Richardson, Jerry R.	Message from Richardson, Jerry R. (1282)	Feb 20	83.2s	
Silkman, Julie J.	Message from Silkman, Julie J. (1142)	You must have voicemails in t	e quicktime installe his browser.	d 1
Ralph, Sarah	Message from Ralph, Sarah (1611)	Feb 5 Missing localiz quicktime.erro	24.6s zed string: r.notinstalled	
DeSimio, Maria	FW: Message from Strayer, Gailyn (6732)	Jan 25 quicktime.erro	77.5s r.notinstalled	Î
Jellison, Judy	Message from Jellison, Judy (1740)	Jan 22	39.5s	
Carol Fitzpatrick	Message from Carol Fitzpatrick (5677)	Jan 16	39.4s	6
<b>()</b>	<ul><li>1 - 10 of 10</li></ul>		Phone C	or
6	III			Þ

In your *Deleted* folder, you may **permanently** delete **all** items by clicking *Empty deleted items*. Items older than the number of days established in the system will be automatically deleted. By highlighting an individual item, you have the option to *undelete* it. You do not have the option to permanently delete individual items.



You can *permanently delete* **all** *deleted messages* over the phone, as well. Dial x5000 and enter your password (Unity calls it *PIN*.) Listen to the menu and go through these options:

- 3, old messages
- 2, deleted
- 2, erase

1, delete

1, delete voice messages