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Avaya Voicemail

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VoicemailManagementon the Web

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LOGGINEN

2. Mailbox:enter ExtensiorNumber(four digits)

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Welcome to Av	aya Aura Messaging 🗙 🗙
Mailbox	
Password	
	🗌 Remember me
	Log in

LISTENINGOMESSAGES

New message appearin a list form. To listen to a message:

- 1. Clickon the message o selectit
- 2. ClickPlayMessage

OR

1. Doubleclickon a message

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Reply Reply all	Forward message	Compose Call sender			Delete
Received	Duration		From	Subject	
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MessageWindow

After selectingPlayMessageor doubleclickingon a messagea new window will open. In this new window the following options are present:

- 1. Play/replaythe message
- 2. Deletethe message
- 3. Close the message without deleting
- 4. Forwardthe message



Listenthrough CampusPhone

Tolistento a messagethrough phone:

1. In the message window, in the upper right corner, clickon the computer image



- 2. SelectPlay/recordthrough telephone: the icon will changeto a picture of a telephone
- 3. A pop up window will appear, with the extension numberlisted
- 4. ClickCallto sendthe message the phone, then pick up the phone to listen to the message
- 5. Theremay be a prompt to enter the voicemailpassword first



Play on Phone	×
	Help
Play voice message on:	
Always use this phone number	ſ

Mobile listening is not an option that can be selected from this screen. However, if to listen to messages through a mobile phone, follow the directions in the last section: <u>Access/oicemailby Phone</u>.

ForwardingMessages

Toforward a message:

- 1. On the Avayahome screen, select the message
- 2. SelectForward

	Messages Proforences
-	Delete Reply Reply all Forward Compose
	Play message Call sender
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3. A pop up window will appear

a. In the "To:" space,type the full name of foll5.308990488Aj 28r*,650e



- Thenameand extension will appear below the searchfield
 ClickSendto forward the message



There is also a Forward option in the PlayMessage





ADDITIONA **OPTIONS**

Receive/Voicemailin Email

Usershave the option to receivevoicemessage in their email inbox. These messages will also continue to appear on the Avaya messaging veb portal as well. To begin receiving message in an email inbox:

- 1. On the Avaya Messaginghome screen, select Preferences
- 2. On the left menu, selectNotify Me
- 3. Checkthe box next to "Emailme a notification" for eachvoicemessage
- 4. Optional:Select'Include the Recording'to also receive the recording in the email inbox Caution:this will use mailboxspace

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Messages Preferences	·)	
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Save		
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Marking Messages SUnplayed

Similarto markingan email Unread, there is an option to mark a voicemessage s"unplayed."

- 1. In the AvayaHomescreen,selectthe message
- 2. Rightclick, and selectMark as unplayed

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Reply	
Reply all	
Forward	
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Voicemail Management by Phone

LISTENINGOMESSAGES

Toaccessmessagesbyphone:

- 1. Dial8558(on campus)or (316)9788558(off campus)
- 2. Entervoicemailpasswordwhenprompted
- 3. Tolisten to messagesPress2
- 4. After messageheaders.press0 to listen to the message
- 5. To delete a message press*D
- 6. Toskipamessagepress#

For a full list of touchtone options, see the Avaya Navigation Sheet.

PERSONAGREETINGS

To record personal greetings through the phonemenu:

- 1. Dial8558(on campus)or (316)9788558(off campus)
- 2. Entervoicemailpasswordwhenprompted
- 3. Forpersonalgreetingsoptions, Press3
- 4. To record a personal greeting, press1

For a full list of touchtone options, see the Avaya Navigation Sheet.

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