# Cisco Unity Connection Web Inbox
User Guide for Version 15x

Welcome to the Cisco Unity Connection Web Inbox!

The Cisco Unity Connection Web Inbox lets you manage voice messages and voice message receipts (receipts can tell you if a message you sent has been received and/or played). You can compose new voice messages, and play, reply to, forward, or delete messages you receive.   To access browse to: **https://10.33.1.13/inbox**
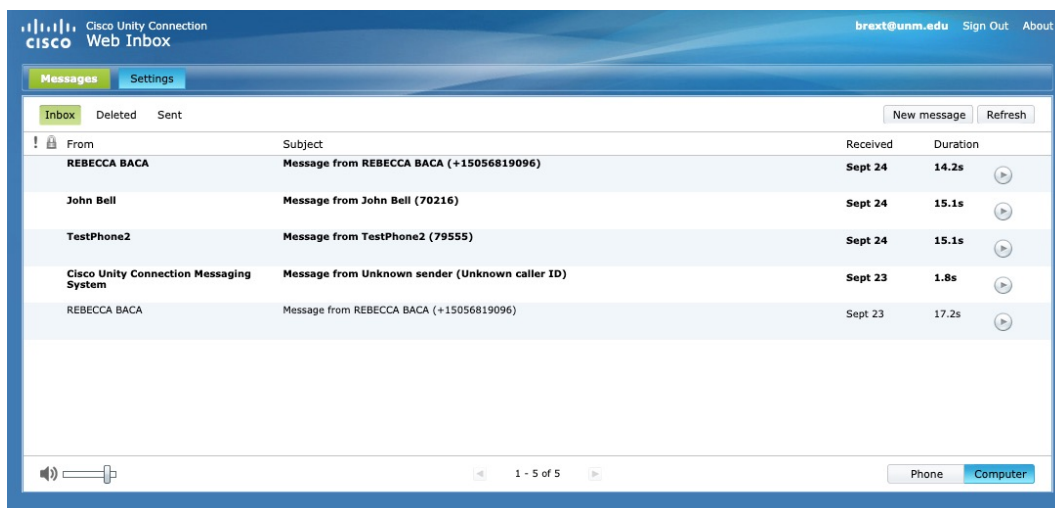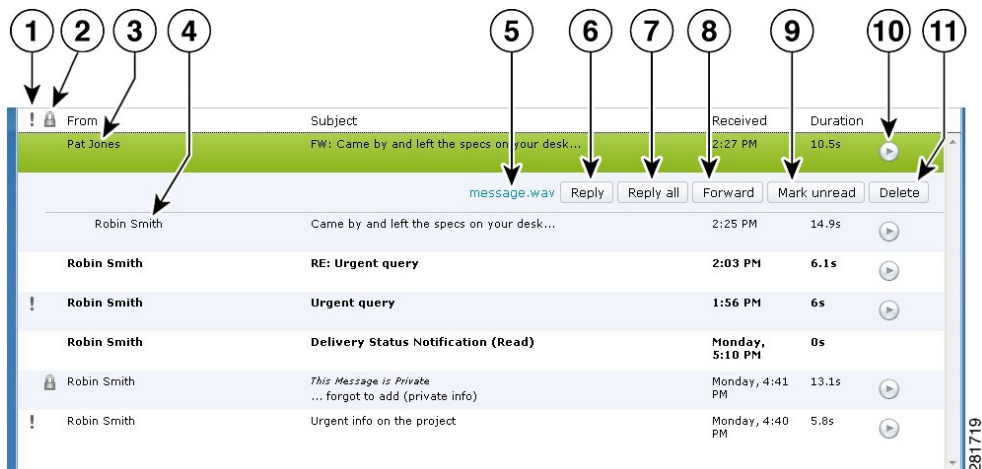

Web Inbox Controls

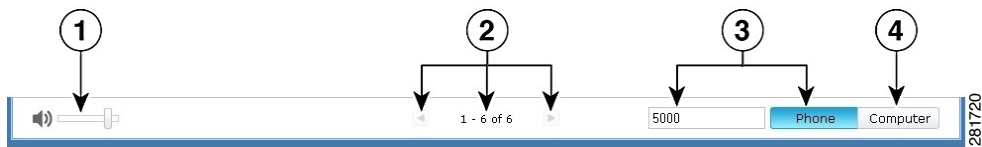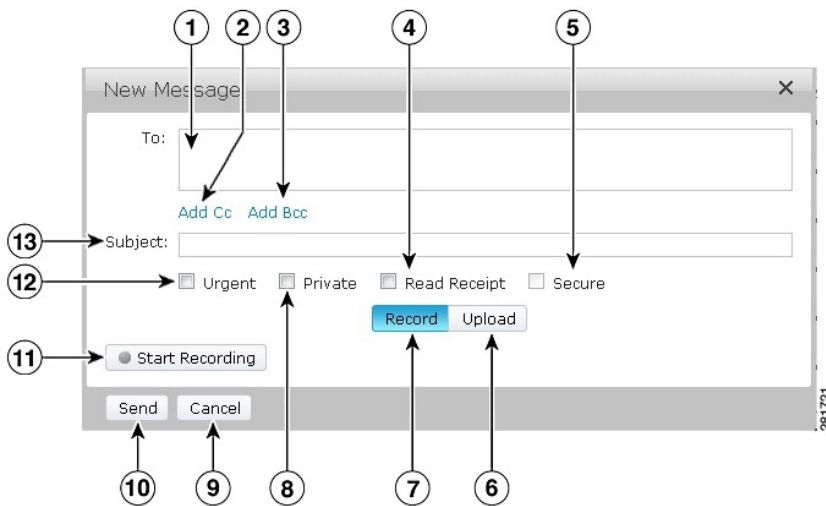|			
1	Open the Messaging Assistant in a new browser window or tab. **Note** You will not see this button if you do not have access to the tool.	6	Refresh the information on the current page.
2	Settings used to change voicemail Pwd ONLY(do not change any other settings)	7	Compose a new voice message .
3	*(Display only)* The account with which you are signed in.	8	View or manage messages in your Sent folder.
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.

Inbox Folder Messages Area

1	Indicates the message is marked Urgent.	7	Reply to the sender and all recipients.
2	Indicates the message is marked Secure.	8	Forward the message.
3	When you select a message in the message list, the message becomes highlighted, and additional controls are available for downloading the message audio, replying to the message, forwarding it, and so on.	9	Mark the message unread.
4	When you select a forwarded message, the introduction plays. The original message appears as a separate, indented entry below the introduction.	10	Play the message audio, or pause playback.
5	Right-click to download the message audio and save the file on your computer. (This option is not available for messages that are marked Secure.)	11	Delete the message. (If your administrator has configured your mailbox to save deleted messages temporarily, this action moves the message to the Deleted folder.)
6	Reply only to the sender.		

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 or URI that 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.

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. (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.		

Note   While composing a new message, if a security alert appears in Mozilla FireFox browser, click on View Certificate and install the certificate to avoid getting the alert in future.
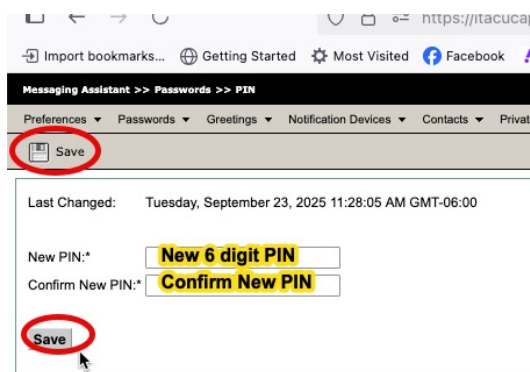
Changing Voicemail Password

Click on Settings Button
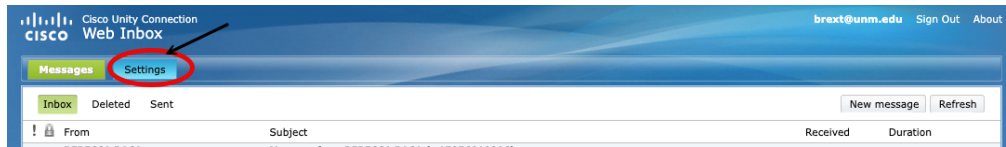
Another browser page will open. Select "Passwords" and "Change PIN" from drop down
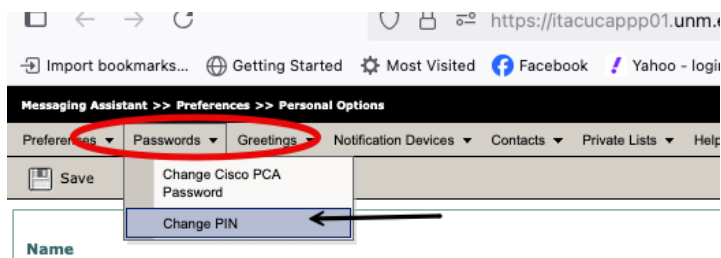
Enter new 6 digit voicemail PIN and Confirm new PIN. Click "Save" (PINs cannot be sequential or common patterns)

Important: Do not change or adjust any other settings on the Messaging Assistant settings page.