




# Matanuska-Susitna College

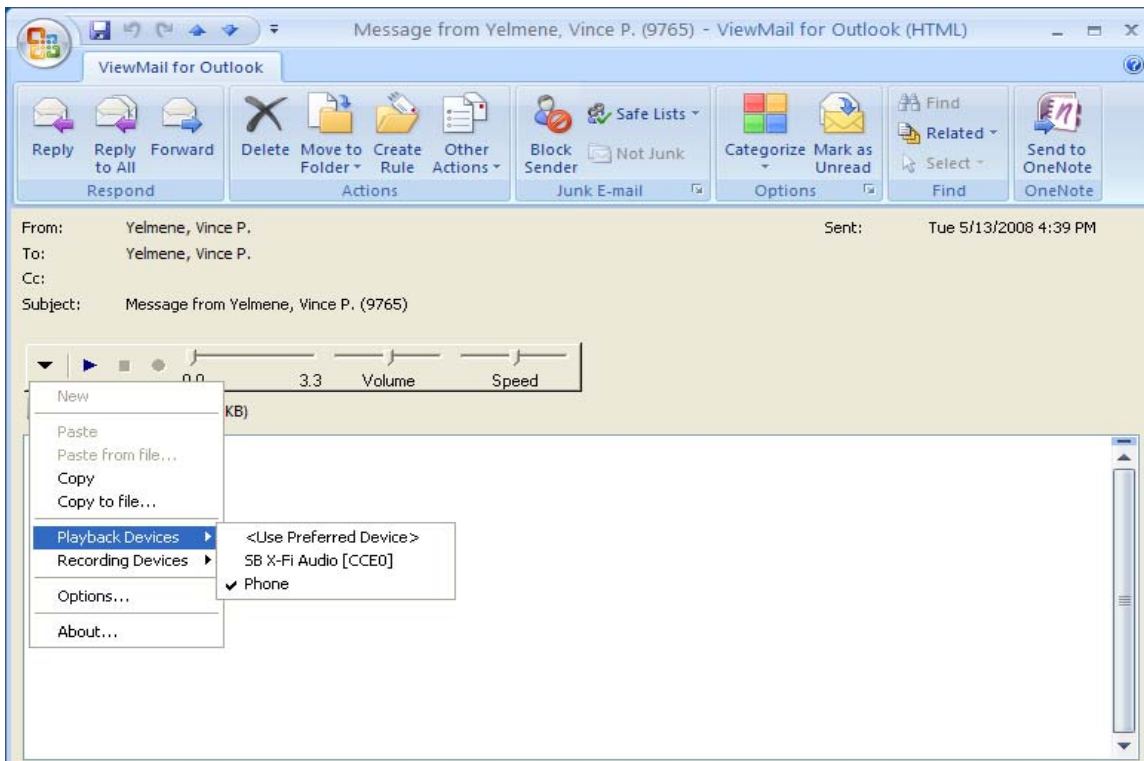
## View Mail

### How to Open ViewMail

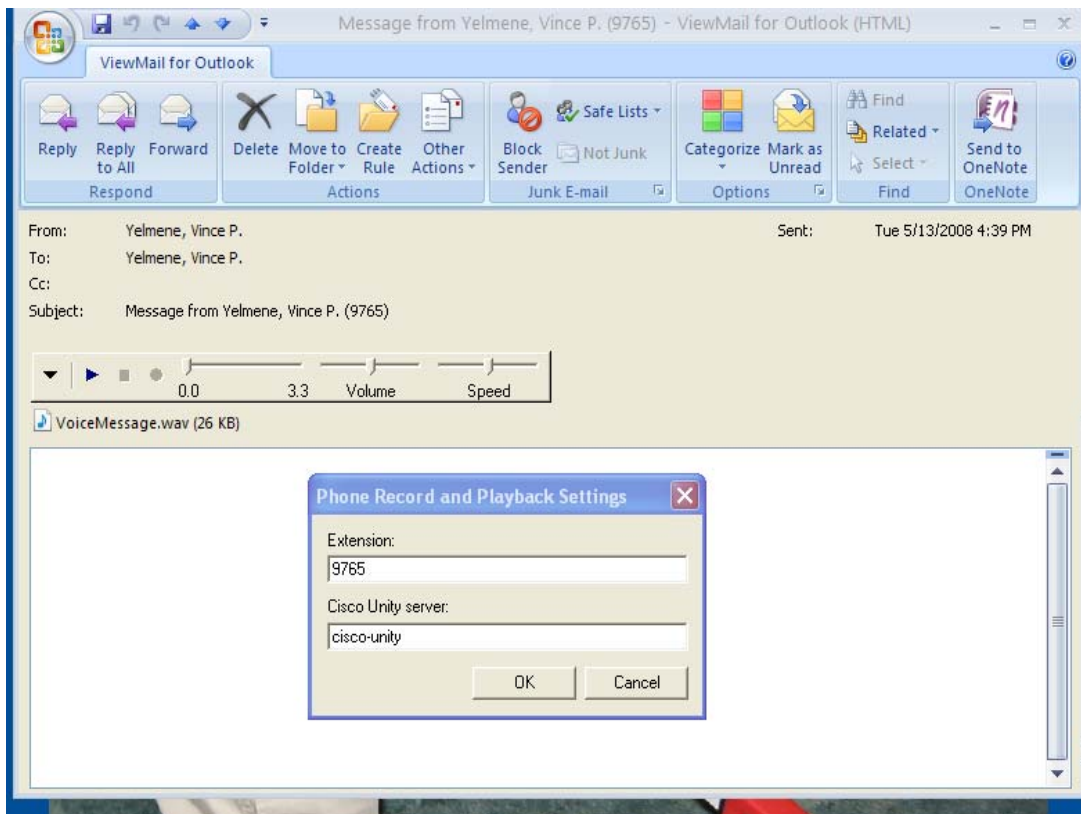
- Open your Outlook Inbox and click on the small icon  for “New Voice Message” in the upper right hand corner
- Click on **black down arrow** on media bar (Options Menu)
- Click on **Options**
- Put in your **4-digit** extension
- In Cisco Unity Server type in **cisco-unity**
- Click **OK**

**\*Note: You will only have to follow these steps during your initial set up.**

### Example of Message from ViewMail



## Example of Options Menu



## Choosing Your Playback and Recording Device in Viewmail

- Return to **Options** Menu (down arrow).
- Select **Playback Device** and choose your PC's speaker device or Phone as the device on which to play your messages. Note that if you select Phone, the system will call your phone to play your messages; otherwise the system will play the messages on your PC speakers.
- Do the same for **Recording Device** so that Viewmail knows which device you want to use to record a message. Note that when you record using your phone, the system will call your phone—wait for the beep before speaking!

## Message Play Back

- Click the **Play** button (blue right arrow)
- Depending on which option you selected, you will hear the message through your PC speakers or your phone will ring and play the message when you answer.

## Message Play Back Options

- Pause the message by pressing the **Pause** key (quote button)
- Rewind the message by clicking and dragging the **time marker** to the left and releasing
- Fast forward the message by clicking and dragging the **time marker** to the right and releasing
- Change volume by moving the **volume marker** to the left or right with your mouse
- Change the speed of the message by moving the **speed marker** to the left or right with your mouse

## Sending a New Voice Message

From Outlook complete the following steps:

- From the tool bar either select **Actions, New Voice Message** or click the **New Voice Message button**. A new message screen will appear
- Enter the recipient's name on the **To** line and a **Subject** line
- On the Media Master Control Bar select the **Record** button
- Either record your message with the microphone on your PC or with your phone (your phone will ring if it is selected as the Recording Device)
- When you finish recording press the **Stop** button (blue square)
- Click **Send**

## Replying to a Message

With the message open in Outlook, complete the following steps:

1. Click **Reply**
2. On the Media Master control bar, click the **Record** button (red circle) and record a reply with either your phone or PC's microphone.
3. When you are finished recording, click the **Stop** button (blue square)
4. Click **Send**

## Forward a Message

With the message open in Outlook, complete the following steps:

- Click **Forward**
- On the Media Master control bar, click the **Record** button (red circle) and record an introduction with phone or PC's microphone
- When you are finished recording, click the **Stop** button (blue square)
- Click **Send**

**\*NOTE: You are not able to forward messages marked private.**