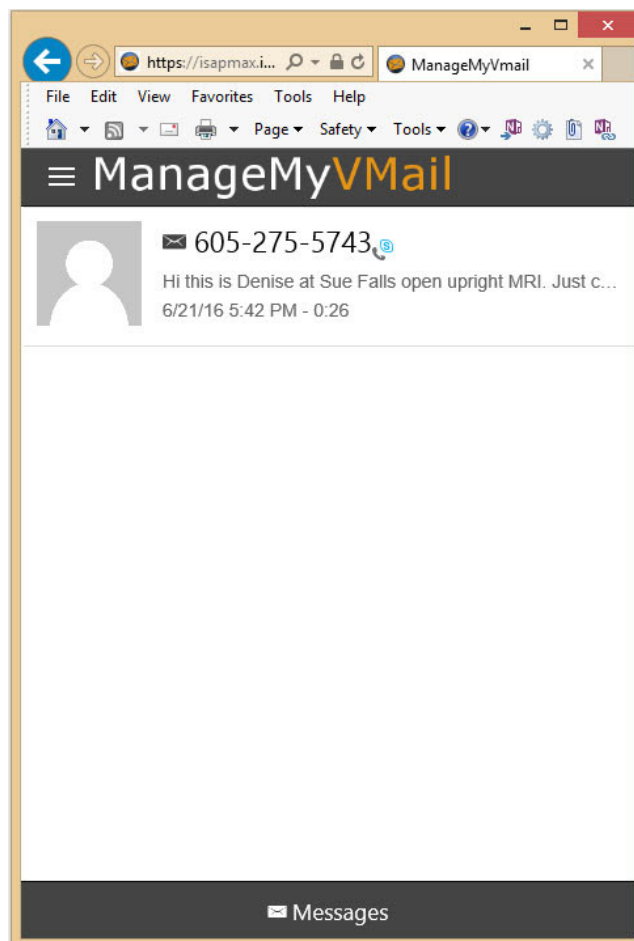


VOICE MESSAGE MANAGEMENT FROM YOUR WEB BROWSER

Company Name

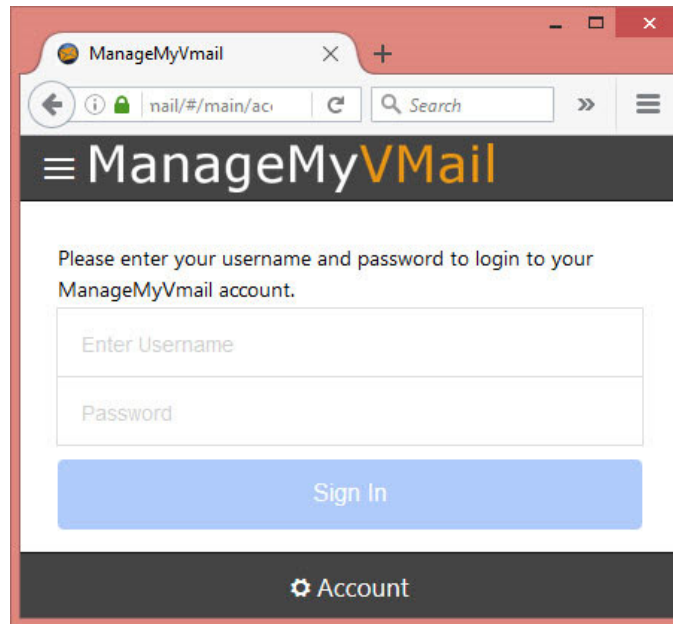
USER GUIDE



YOUR COMPANY LOGO HERE

The Web Portal allows you to maintain your ManageMyVMail account settings and to play, delete, and save your messages

Login to Your Voice Message Service



Enter the following web address into your PC's web browser.

(Service Provider Enter the Web Address here)

Enter your unique Username and Password to Sign In to your ManageMyVMail account. If you did not receive your Sign In information please contact our office.

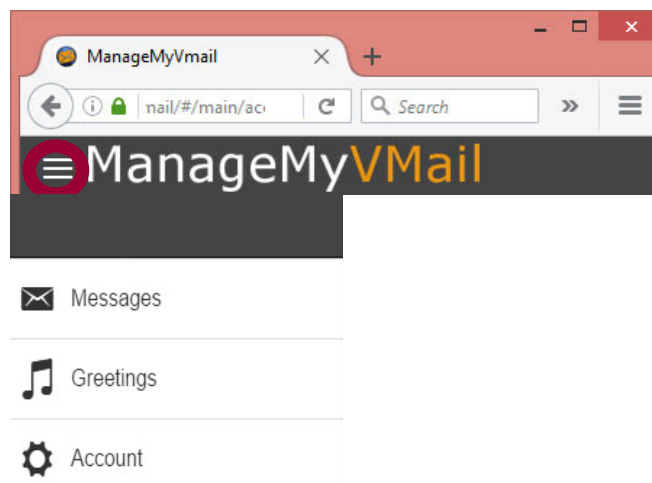
Managing Your Voice Mail Settings

PIN Number

When you Sign In you will be prompted for a PIN Number. The first time you Sign In you should use the default PIN of 0000. Click on the Menu icon circled in Red and click on Account and select Change PIN if you would like to change your PIN.

Main Menu

Click on the Menu Icon circled in Red and select one of the three options that you wish to manage in your ManageMyVMail service.



Messages - Displays new and saved messages.

Greetings - Displays greetings callers will hear and allows you to change your Active Greeting that callers will hear.

Account - Allows you to change your Password, PIN and to log out of your account.

Messages

Calls that resulted in a new Voice Mail message will have a Blue Envelope icon . If the Voice Mail message left by a call has been previously marked as read, it will be displayed with a Black envelope icon. Clicking on a specific message allows you to listen to the message by clicking the Play button. Clicking on the Blue Envelope icon will allow you to mark a message as Read or Unread. Click on Delete to remove the message from your service. Click Done when you have finished .



Message Options	
	Mark as Unread
	Delete
	Done

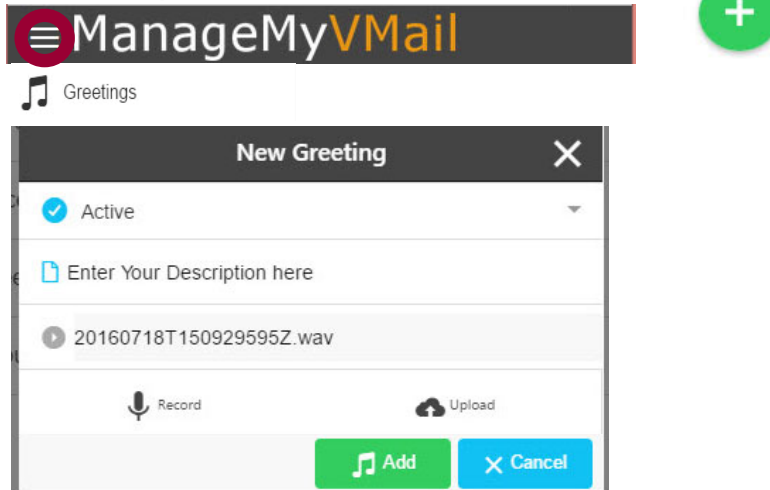
Greetings

You can add multiple greetings to your service by recording them with a built in computer microphone or by uploading an audio file from your computer. You can also change your active greeting from your greeting list.

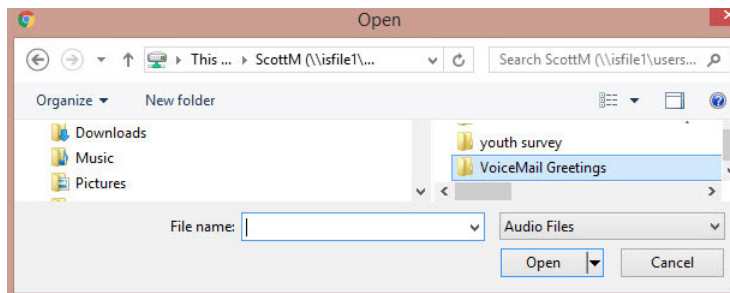
The screenshot shows the 'ManageMyVMail' interface. At the top, there is a header with a hamburger menu icon and the text 'ManageMyVMail'. Below the header is a list of greetings, each with a music note icon and a text label. The list items are: 'out of office', 'meyer family vacation', 'Away from desk greeting' (which has a blue checkmark icon to its left), 'Out of Office Greeting generic', 'play to 605 area code', 'holiday greeting', and 'extended out of office mw contact'. At the bottom right of the list is a green circular button with a white plus sign. At the bottom of the screen is a dark grey footer bar with a music note icon and the text 'Greetings'.

Recording a New Greeting

From the Main Menu choose Greetings and click on the Green + icon to open the New Greeting box.



If you do not want this to be your Active greeting, click the drop down menu and select Default to keep your current greeting Active. After entering a description for your greeting, click on Record * to record your greeting using your computer microphone.

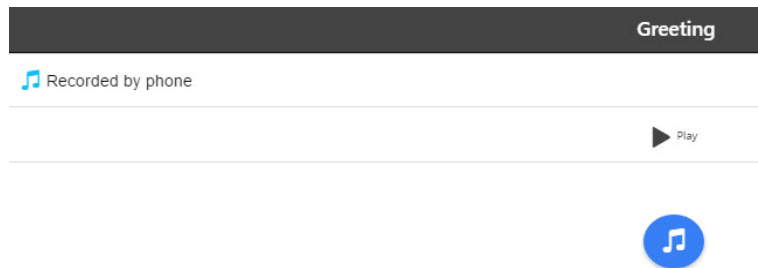


Choose Upload to retrieve a file from your computer to use as your greeting. Once you have finished recording or adding your new greeting click on the Add button.





**If your Web Browser does not display the Record option, try a different browser.*

Managing Your Greetings

Click on the Greeting that you want to manage. Here you can listen to the Greeting through your computer speakers by clicking on the Play button. Click on the Blue Note icon to further manage your Greeting.

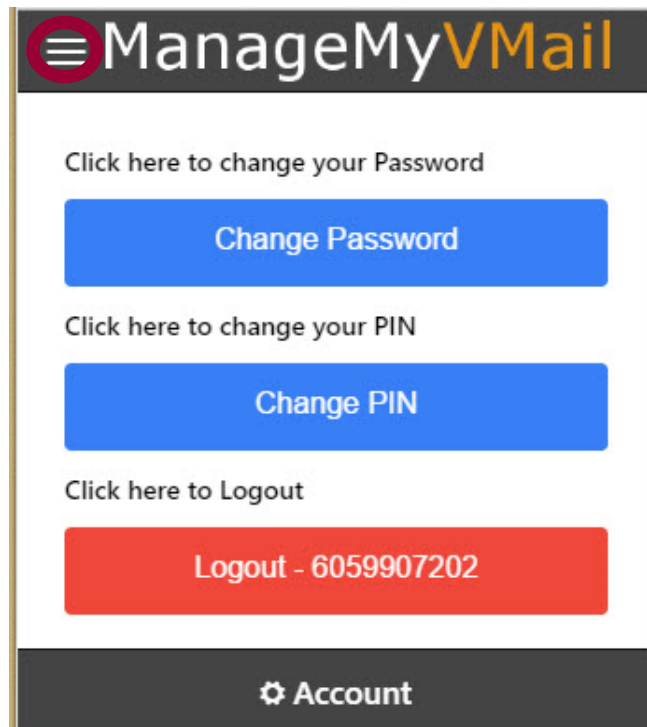


Make Active will cause this greeting to be the one callers will hear. Use **Update** to change the selected Greeting Description. Remove the greeting from your account by clicking on **Delete**. Click **Done** when you are finished making your changes.

Greeting Options	
	Make Active
	Update
	Delete
	Done

Account

Clicking on Account gives you the ability to Change your Password, and your PIN Number. From Account you can also Logout of the service



Notes:

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