

**Insert promotional message here**

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# **VOICE MESSAGE MANAGEMENT FROM THE MANAGEMYMAIL APPLICATION**

Company Name

## **USER GUIDE—APPLE DEVICES**



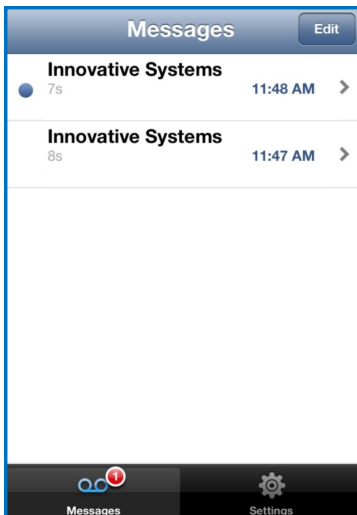
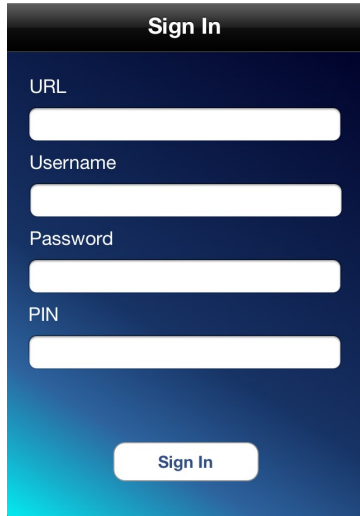
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The ManageMyVMail Application allows you to administer your Voice Mail account and to play, delete, and save your messages. This application also supports a Call Back feature as well as integrating with the contacts on your mobile device.



### Sign In

To use the ManageMyVMail application, select the MyVMail icon. The ManageMyVMail Sign-in Screen will appear. Enter the URL, Username, Password and PIN, and click on Sign In. The Username and Password are the same login credentials that you use for the APMAX Web Portal.



### Checking Messages

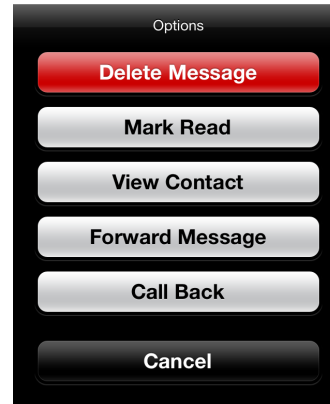
Once you have logged into the App, the Messages screen will be displayed showing a list of the voice messages that you have received. It will also show the time of the call, the number or contact who the call is from, and the length of the voicemail message.

Calls that resulted in a new Voice Mail message will have a blue circle in front of the message.



Clicking on a specific message will open the message and the audio player allowing you to listen to the message by clicking the Black Arrow on the left side of the player.

If you click on the White Arrow to the right of the message heading, you will get an Actions Menu which gives you the option to Delete Message, Mark Read, View Contact, Forward Message, Call Back or Cancel.



### Settings

Click the "Tools" button and the Settings window will open.

The information located in this window should only be used for troubleshooting purposes if requested by your service provider.

