



INDEX

A

attachments, effect on mailbox size [34](#)
automatic voice message playback setting, changing in ViewMail for Outlook [12](#)

C

changing
 automatic voice message playback setting, in ViewMail for Outlook [12](#)
 email application password to match Cisco PCA password [32](#)
 IMAP account setting, in ViewMail for Outlook [14](#)
 password
 in ViewMail for Notes to match Cisco PCA password [27](#)
 in ViewMail for Outlook to match Cisco PCA password [14](#)
 playback device
 in Media Master (ViewMail for Notes) [20](#)
 in Media Master (ViewMail for Outlook) [4](#)
 preference for saving sent voice messages, in ViewMail for Outlook [12](#)
 recording and playback devices in ViewMail for Outlook [12](#)
 recording device
 in Media Master (ViewMail for Notes) [20](#)
 in Media Master (ViewMail for Outlook) [4](#)
 sound that notifies of new voice messages, in ViewMail for Outlook [11](#)
 speaker playback speed for all messages, in Media Master (ViewMail for Outlook) [5](#)
 speaker playback volume for all messages
 in Media Master (ViewMail for Notes) [21](#)
 in Media Master (ViewMail for Outlook) [5](#)

checking
 messages
 with ViewMail for Notes [24](#)
 with ViewMail for Outlook [8](#)
 voice messages in email application [32](#)

Cisco PCA

 updating email application password to match [32](#)
 updating password
 in ViewMail for Notes to match [27](#)
 in ViewMail for Outlook to match [14](#)

Cisco Unity Connection ViewMail for IBM Lotus Notes.
See ViewMail for Notes

Cisco Unity Connection ViewMail for Microsoft Outlook.
See ViewMail for Outlook

configuring secure messaging settings
 in ViewMail for Notes [28](#)
 in ViewMail for Outlook [13](#)

D

deleted items, effect on mailbox size [34](#)
deleted messages, manually purging in ViewMail for Outlook [9](#)
deleting
 manually purging deleted messages in ViewMail for Outlook [9](#)
 messages
 with ViewMail for Notes [25](#)
 with ViewMail for Outlook [9](#)
 voice messages in email application [32](#)

E

email application

- about managing voice messages [31](#)
- checking voice messages in [32](#)
- deleting voice messages in [32](#)
- forwarding voice messages from [31](#)
- sending voice messages from [31](#)
- updating password to match Cisco PCA password [32](#)

F

- forwarded messages, effect on mailbox size [34](#)
- forwarding
 - messages
 - with ViewMail for Notes [25](#)
 - with ViewMail for Outlook [9](#)
 - voice messages from email application [31](#)
- full mailbox
 - notifications of [33](#)
 - reasons for [33](#)

I

- IMAP account setting, changing in ViewMail for Outlook [14](#)

K

- keyboard shortcuts, Media Master
 - in ViewMail for Notes [21](#)
 - in ViewMail for Outlook [5](#)

M

- mailbox
 - managing size [34](#)
 - notifications of full [33](#)
 - reasons for filling up [33](#)
- managing
 - mailbox size [34](#)
 - voice messages in email application, about [31](#)

Media Master

- in ViewMail for Notes
 - about [19](#)
 - changing recording and playback devices [20](#)
 - changing speaker playback volume for all messages [21](#)
 - keyboard shortcuts [21](#)
 - using sound files in recordings [19](#)
- in ViewMail for Outlook
 - about [3](#)
 - changing recording and playback devices [4](#)
 - changing speaker playback speed for all messages [5](#)
 - changing speaker playback volume for all messages [5](#)
 - keyboard shortcuts [5](#)
 - using sound files in recordings [3](#)
- message retention policy, effect on mailbox size [33](#)
- messages
 - checking
 - with ViewMail for Notes [24](#)
 - with ViewMail for Outlook [8](#)
 - deleting
 - with ViewMail for Notes [25](#)
 - with ViewMail for Outlook [9](#)
 - forwarding
 - with ViewMail for Notes [25](#)
 - with ViewMail for Outlook [9](#)
 - replying to
 - with ViewMail for Notes [24](#)
 - with ViewMail for Outlook [8](#)
- See also* voice messages

N

- nondelivery receipts, effect on mailbox size [34](#)

P

passwords, updating

- email application to match Cisco PCA [32](#)
- in ViewMail for Notes to match Cisco PCA [27](#)
- in ViewMail for Outlook to match Cisco PCA [14](#)

playback device, changing

- in Media Master (ViewMail for Notes) [20](#)
- in Media Master (ViewMail for Outlook) [4](#)
- in ViewMail for Outlook [12](#)

R
receipts, checking in email application [32](#)

recording device, changing

- in Media Master (ViewMail for Notes) [20](#)
- in Media Master (ViewMail for Outlook) [4](#)
- in ViewMail for Outlook [12](#)

recordings, using sound files

- in ViewMail for Notes [19](#)
- in ViewMail for Outlook [3](#)

replying to messages

- with ViewMail for Notes [24](#)
- with ViewMail for Outlook [8](#)

S

secure messaging settings, configuring

- in ViewMail for Notes [28](#)
- in ViewMail for Outlook [13](#)

sending voice messages

- from email application [31](#)
- with ViewMail for Notes [23](#)
- with ViewMail for Outlook [7](#)

sent voice messages, changing preference for saving in ViewMail for Outlook [12](#)

shortcuts, keyboard for Media Master

- in ViewMail for Notes [21](#)
- in ViewMail for Outlook [5](#)

sound files, using in recordings

- in ViewMail for Notes [19](#)
- in ViewMail for Outlook [3](#)

sound that notifies of new voice messages, changing in ViewMail for Outlook [11](#)speed, changing speaker playback for all messages, in Media Master (ViewMail for Outlook) [5](#)

T
tips for managing mailbox size [34](#)

U

Unity Connection Messaging System, voice messages from

- in ViewMail for Notes [24](#)
- in ViewMail for Outlook [8](#)

updating

- email application password to match Cisco PCA password [32](#)
- password
 - in ViewMail for Notes to match Cisco PCA password [27](#)
 - in ViewMail for Outlook to match Cisco PCA password [14](#)

V

ViewMail for Notes

- checking messages [24](#)
- configuring secure messaging settings [28](#)
- forwarding messages [25](#)
- Help, accessing [17](#)
- managing deleted messages [25](#)
- replying to messages [24](#)
- sending voice messages [23](#)
- updating password in to match Cisco PCA password [27](#)

ViewMail for Outlook

- about [1](#)

- changing automatic voice message playback setting [12](#)
- changing preference for saving sent voice messages [12](#)
- changing recording and playback devices [12](#)
- changing sound that notifies of new voice messages [11](#)
- changing your IMAP account setting [14](#)
- checking messages [8](#)
- configuring secure messaging settings [13](#)
- forwarding messages [9](#)
- Help, accessing [1](#)
- managing deleted messages [9](#)
- manually purging deleted messages [9](#)
- replying to messages [8](#)
- sending voice messages [7](#)
- updating password in to match Cisco PCA password [14](#)

voice messages

- about managing in email application [31](#)
- checking in email application [32](#)
- deleting in email application [32](#)
- forwarding from email application [31](#)
- from Unity Connection Messaging System
 - in ViewMail for Notes [24](#)
 - in ViewMail for Outlook [8](#)

See also messages

sending

- from email application [31](#)
- with ViewMail for Notes [23](#)
- with ViewMail for Outlook [7](#)

volume, changing speaker playback for all messages

- in Media Master (ViewMail for Notes) [21](#)
- in Media Master (ViewMail for Outlook) [5](#)