



The Cisco Unity Inbox Web Tool

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About the Cisco Unity Inbox Web Tool

The Cisco Unity Inbox web tool contains voice messages and any message receipts you receive.

By clicking the applicable icon on each Cisco Unity Inbox page, you can sort and delete the messages on the page, and compose and listen to a voice message. You use the Media Master to play and record messages.

The Cisco Unity Inbox does not refresh the display automatically; you must click the Refresh Messages icon to check for new messages.

By default, ten messages are presented at a time, though you can change the number for each session by clicking a different value in the Messages Per Page list. When the number of messages in your Cisco Unity Inbox exceeds the value specified in the Messages Per Page list, click the arrows or the page number at the bottom of the page to navigate to additional Cisco Unity Inbox pages.

Talk to your Connection administrator if you experience performance or sound quality issues when playing messages through multimedia speakers in a low-bandwidth environment.

Access to the Cisco Unity Inbox web tool is provided through the Cisco Personal Communications Assistant (PCA) website.



Note

The Internet browser on your computer must be set up to use the Cisco PCA and the Cisco Unity Inbox. Although it is likely that your Connection administrator has already done so for the computer that you use at the office, if your organization offers remote access to the Cisco PCA, you must set up the installed browser(s) on any other computer that you plan to use for accessing the website. Ask your Connection administrator for instructions.

Accessing the Cisco Unity Inbox Web Tool

This section contains two procedures:

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To Access the Cisco Unity Inbox

- Step 1** Go to the Cisco PCA logon page at **http://<Cisco Unity Connection server>/ciscopca**. (The URL is case sensitive.)



Timesaver

Bookmark the Cisco PCA URL, so you do not have to enter the web address each time you want to access the Cisco Unity Inbox.

- Step 2** Enter your username and password.
If you cannot remember your Cisco PCA password, contact your Connection administrator for assistance.
- Step 3** Click **Log In**.
- Step 4** On the Cisco PCA Home page, click the **Cisco Unity Inbox** link.
- Step 5** When you are finished, click **Log Out** in the top right corner of any Cisco Unity Inbox page.

To Access Help for the Cisco Unity Inbox

- Step 1** On any Cisco Unity Inbox page, click the **Help** menu.
- Step 2** From the Help menu, click the applicable link:

Contents	Provides a list of topics in Help.
Index	Provides a Help index.
This Page	Provides the Help topic applicable to the page you are viewing.

For help on an icon, hover the mouse over the icon until a tooltip is displayed.