Managing Your Addressing Priority List

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About the Addressing Priority List

Your addressing priority list directs Cisco Unity Connection to prioritize recipients that you define, similar to a "buddy" list. When you are addressing a message and Connection finds multiple matches for a recipient name based on partial spelling or on how you say the name, any matching names that are also in your addressing priority list are presented first. This allows you to find and select your intended recipients more quickly.

Connection may also automatically add recipient names to your addressing priority list when you send messages to them, and adjust the priority of names in the list based on how often you send messages to each recipient.

Note   Your Connection administrator determines whether you can review and modify your addressing priority list, and whether Connection automatically adds names to the list based on usage.

Changing Your Addressing Priority List

You can add users, contacts, and distribution lists to your addressing priority list, review the list, and remove names from the list. Your addressing priority list may also contain names that Cisco Unity Connection has automatically added based on your message addressing history.

Changing Your Addressing Priority List by Using the Phone Keypad

Procedure

Step 1 Call and sign in to Connection.

Step 2 At the Main menu, select the option **Setup Options**, then **Message Settings**, and **Addressing Priority List**.

Step 3 Follow the prompts to add and review or remove members from your addressing priority list. When you review names on the list, Connection presents the names alphabetically by last name (for users and contacts) or display name (for distribution lists).

Changing Your Addressing Priority List by Using Voice Commands

Procedure

Step 1 Call and sign in to Connection.

Step 2 When Connection asks, "What do you want to do," say:
"Setup Options." (Connection temporarily switches to the phone keypad.)

Step 3 On the phone keypad, select the option **Message Settings**, then **Addressing Priority List**.

Step 4 Follow the prompts to add and review or remove members from your addressing priority list. When you review names on the list, Connection presents the names alphabetically by last name (for users and contacts) or display name (for distribution lists).

> **Tip** To switch back to using voice commands, keep pressing ***** until you hear the "Voice Command Conversation" prompt.