

Reviewing Office Voicemails via Email

University of Puget Sound faculty and staff now have access to **Unified Messaging**, a feature that allows you to review voicemails received at your office extension via email.

How Unified Messaging Works



An email will appear in your inbox with a .wav file of your voicemail attached



A voicemail will appear in your phone's voice mailbox and your phone's light will turn on.

If you...

Listen via email



- Your phone's red notification light will turn off. The voicemail on your phone will be moved into your **'Saved Messages'** folder.
- The email will be marked as **'Read'**.
- If you move the email notification to a folder other than your email's inbox, the voicemail will delete from your phone.



Listen via phone

- The email notification will automatically move to your **'Deleted Items'** folder in your email if you delete the message from your phone.

Note: You can recover deleted items from your phone by selecting **'Review Old Messages'** and by then selecting **'For Deleted Messages'**.

Deleted voicemails are temporarily held for the duration of one month before being permanently deleted.

