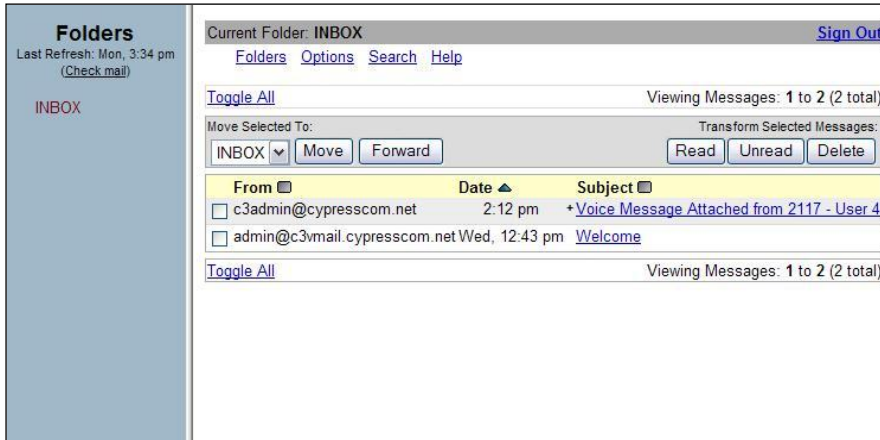


## UM Webmail Portal

The UM Webmail Portal allows you to check your voice mail messages over the internet through your browser.



### Access the UM Webmail Portal

1. From any internet browser, go to **http://c3vmail.cyresscom.net**.
2. Enter your UM Webmail user name and password.
3. Click **Login**.

#### NOTES:

User name format is *10-digit number@c3vmail.cyresscom.net*. Changing the Voice Portal password through the phone does not change the UM Webmail Portal password.

### Listening to Voice Mail

1. From the Inbox, click on the message you want to listen to.
2. In the Attachments table, click on the WAV file to listen to the message through your default WAV file media player.

### Downloading a Voice Mail

1. From the Inbox, click on the message you want to listen to.
2. In the Attachments table, click on the **Download** link and save the file to your desired location.

### Deleting Voice Mails

While viewing a message, click **Delete**. Or:

1. While in the Inbox, select the boxes next to the messages you want to delete.
2. Click **Delete**. Selected messages are deleted.

**NOTE:** Once a message has been deleted, you will no longer be able to access that message through the UM Webmail or phone Voice Portals.

### Signing Out of UM Webmail Portal

To sign out of the UM Webmail Portal, simply click **Sign Out** in the upper right corner of the portal.

### Important UM Webmail Portal Notes:

1. Deleting a message within the phone's Voice Portal will delete that message in the UM Webmail Portal and vice versa.
2. When a phone's Message Waiting Indicator (MWI) is lit, and the new message is deleted from the UM Webmail Portal, the MWI stays lit on the phone until the next time you dial in to the phone's Voice Portal.
3. Marking a message as Read in the UM Webmail Portal does not mark it as read in the phone's Voice Portal (it's still listed as new). For a message to not be considered new, you must access that message through the phone's Voice Portal.
4. If you change your phone's Voice Portal password through the phone, your UM Webmail Portal password does not change and vice versa. The two passwords are not associated.
5. You cannot compose, reply or forward messages to other users through the UM Webmail Portal.
6. If you would like to change your UM Webmail Portal password, please contact Cypress. UM Webmail Portal passwords cannot be changed through the UM Webmail Portal.



USER ID

PASSWORD

PHONE NUMBER

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