

Installing the AVST Mobile App on an Android Phone

With the AVST mobile app you can listen to, delete, save messages, record your greetings, enable/disable your out of office greeting and more. To use the AVST Mobile App, Telecommunications has to enable the feature on your voice mailbox.

Note When using the AVST mobile app you cannot be on the Union Wi-fi network.

1.

You **MUST** contact Telecommunications at x6411 or email telecom@union.edu before installing the AVST Mobile App. You will need to provide your voice mailbox # and 10 digit cell #.



Open the Play Store and search for “avst mobile”.

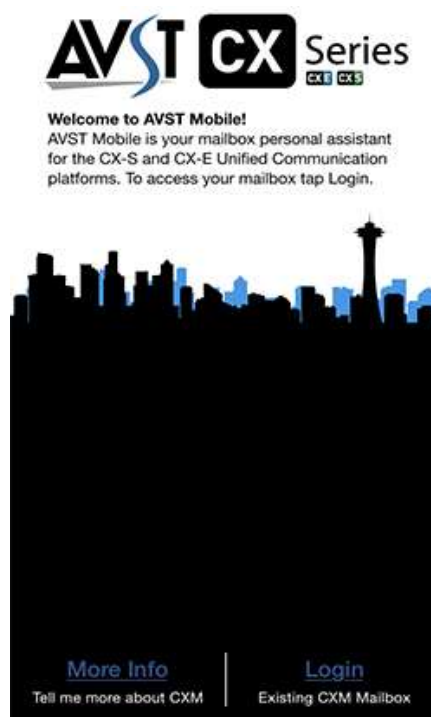
Tap the **Install** button to download and install.

Once download is complete and installed, tap the **Open** button to start the app.



2.

At the start-up screen, tap the **Login** button at the bottom-right of the screen.



3.

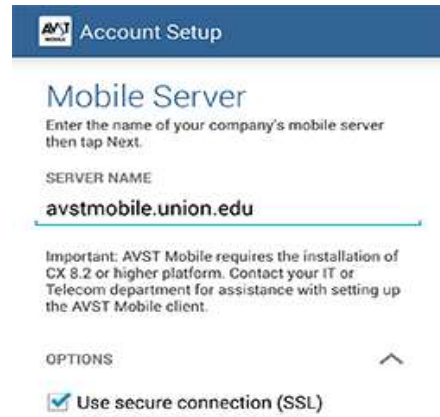
On the **Account Setup** screen, enter the **Server Name**:

avstmobile.union.edu

Make sure **Use secure connection (SSL)** is checked, as shown to the right.

***Note* When using the AVST mobile app you cannot be on the Union Wi-fi network.**

Tap the **Next** button at the bottom-right part of the screen to continue.



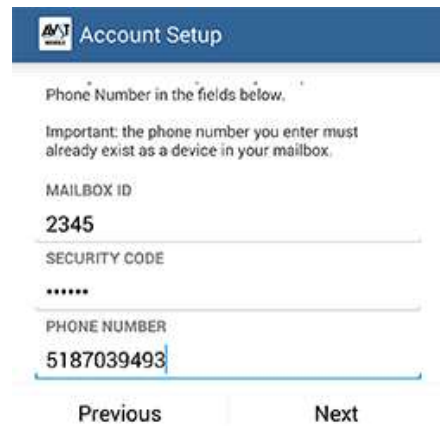
4.

On the next Account Setup screen, enter your mailbox ID (usually your phone ext. Call x6411 for help).

Enter your security code (same code as you use when logging into your voice mailbox from your phone)

Enter your 10 digit mobile phone number.

Tap the **Next** button at the bottom-right part of the screen to continue.

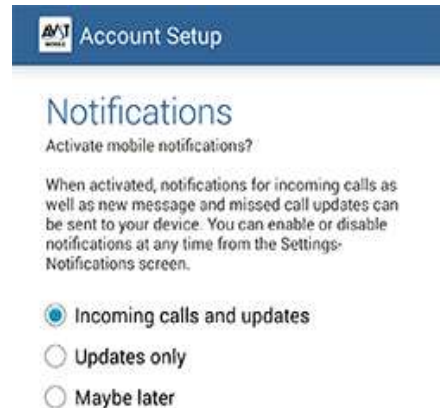


5.

Choose your desired mobile notifications.

Suggested: **Incoming calls and updates.**

Tap the **Next** button at the bottom-right part of the screen to continue.



6.

You have successfully setup your AVST Mobile App for your Android Phone.

To access the menu and other features of your voice mailbox, tap the 3 white horizontal lines on the top-left corner of the screen.

The menu will slide out from the left.

You can listen to, delete, save messages, record your greetings, enable/disable your out of office greeting and more.

Note If you delete a message from the app, you will need to empty the trash. From your **Messages** Inbox, tap the **Trash** button. Then tap the **recycle can** button in the upper right corner of the screen. Tap **Delete All** to confirm and delete. **This will permanently delete your voice messages.**

