




Deleting Voice Messages using Web PhoneManager

<p>1. Open a web browser window and navigate to: https://avstweb.union.edu/</p> <p>*Note* You must be on the Union network to access, otherwise you must connect to the Union VPN first, which can be found on the ITS website.</p> <p>Connect to VPN: https://its.union.edu/sites/default/files/Accessing-WPM-Off-campus-VPN.pdf</p>	
<p>2. When you login, you will see your Inbox and any voice messages in your mailbox.</p> <p>You can click to select each individual message or click the Select All box to highlight all messages on your current screen.</p>	
<p>3. Click Delete Selected to delete.</p>	
<p>4. After deleting messages, you must click the Trash the tab, and click Empty Trash.</p>	