

Setting up Voicemail to Email in Unity Connection

Through the Unity Connection Web Inbox, you can enable or disable voicemail to email. If you need to update the voicemail to email on a secondary or department mailbox, you must contact Telecommunications at x6411 or telecom@union.edu.

1. You can access the Unity Web Inbox through your MyApps dashboard or open a web browser window and navigate to:

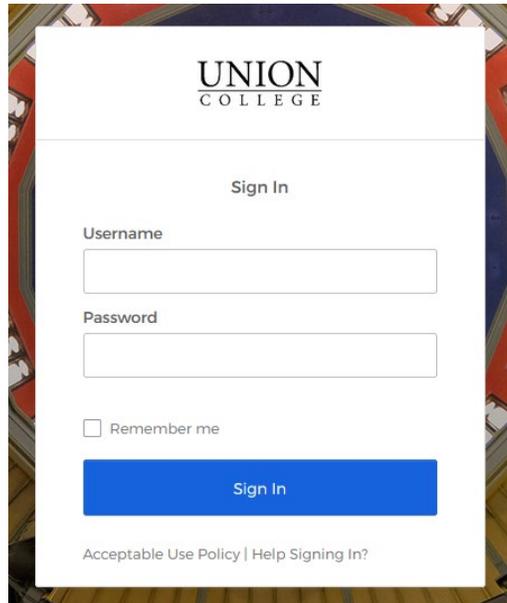
<https://voicemail.union.edu/inbox>

You will be redirected to the Otka login page. Enter your Union username (only the first part of your email, not including the @union.edu) and your Union password.

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.

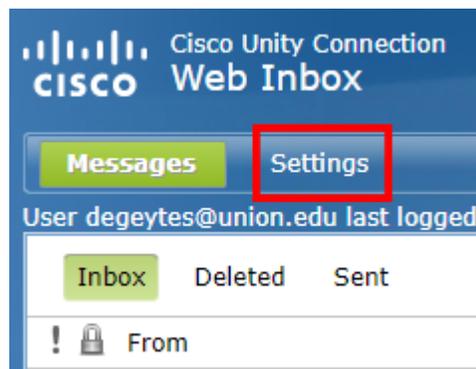
Connect to VPN:

[Connect to Union VPN](#)

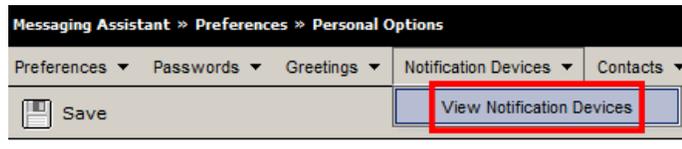


2. After logging in, to access your voice mailbox settings where you can change notification devices (voicemail to email), click the **Settings** button.

A new window should open to your Personal Options.



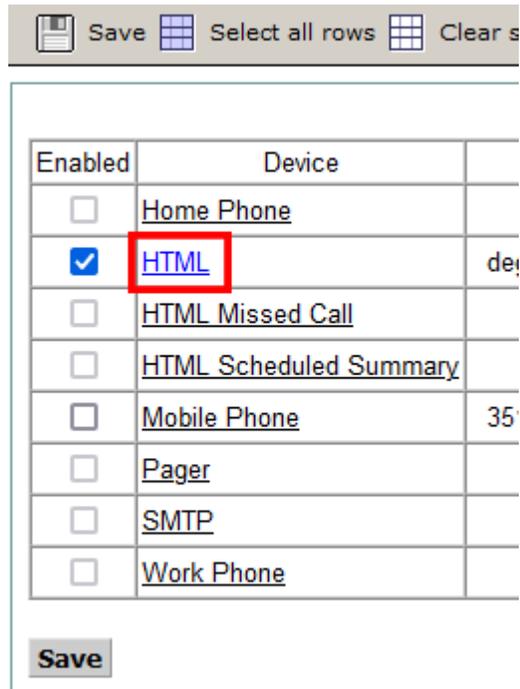
3. Mouseover **Notification Devices** on the top menu and click **View Notification Devices**.



Name
First Name Stephen

4. Under the **Device** column, click the **HTML** link.

If you would to disable voicemail to email, you can click to deselect **Enabled** and click **Save**. You can then close out the browser window to exit.



5. If not enabled, click the **Notification Enabled** checkbox and then enter your complete Union email address and click **Save**. You can leave the rest of the options as default. You can then close the browser window to exit.

