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Unity Connection Web Inbox

Employees with a Union College voice mailbox can access and manage your voicemail online from your computer or smartphone.

With the Unity Web Inbox you will be able to manage features in your voice mailbox such as:

- Listen to and change your name, standard, alternate greeting and more
- Listen to, delete, forward voice messages in your Inbox
- Change your voice mailbox PIN
- Set up additional notification devices (email, mobile, home)

To access the Unity Connection Web Inbox:

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

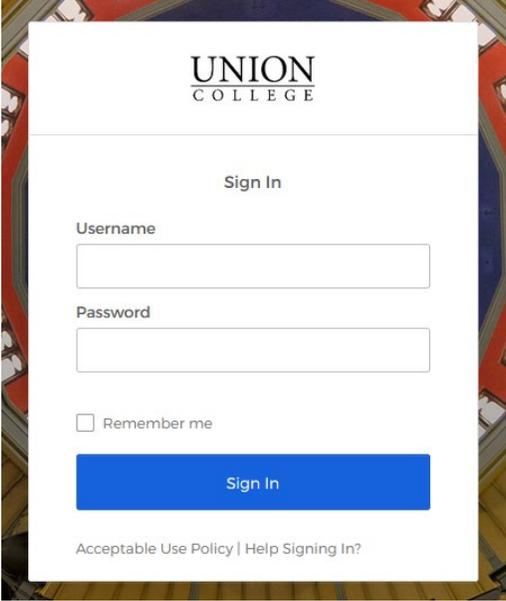
<https://voicemail.union.edu/inbox>

You will be redirected to the Otko login page. Enter your Union username (only the first part of your email, not including the [@union.edu](mailto: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.

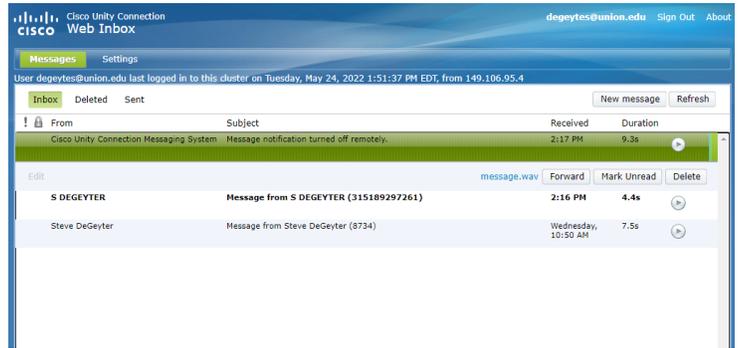
Connect to VPN:

[Connect to Union VPN](#)

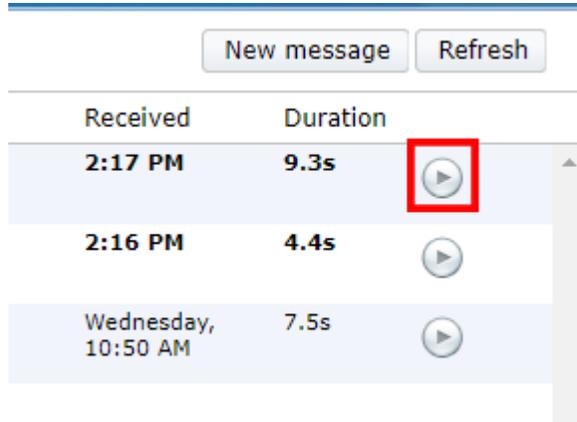


The screenshot shows a web browser window displaying the Union College Sign In page. At the top, the Union College logo is visible. Below the logo, the text "Sign In" is centered. There are two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me". A blue "Sign In" button is located below the checkbox. At the bottom of the page, there is a link for "Acceptable Use Policy | Help Signing In?".

2. After logging in your Inbox is displayed with any messages listed for you to listen to, forward, or delete.



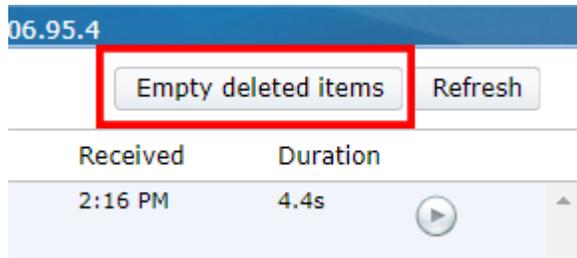
3. To listen to a message, click the play button on the righthand side and the message is played over your computer speakers.



4. You can forward, mark unread or delete a message after listening to it.



5. After deleting a message from the **Inbox**, you should click on the **Deleted** link and then click **Empty deleted items** to clear out your mailbox.



6. To access your voice mailbox settings where you can change greetings, notification devices, add alternate names, click the Settings button.

A new window should open to your Personal Options.

