

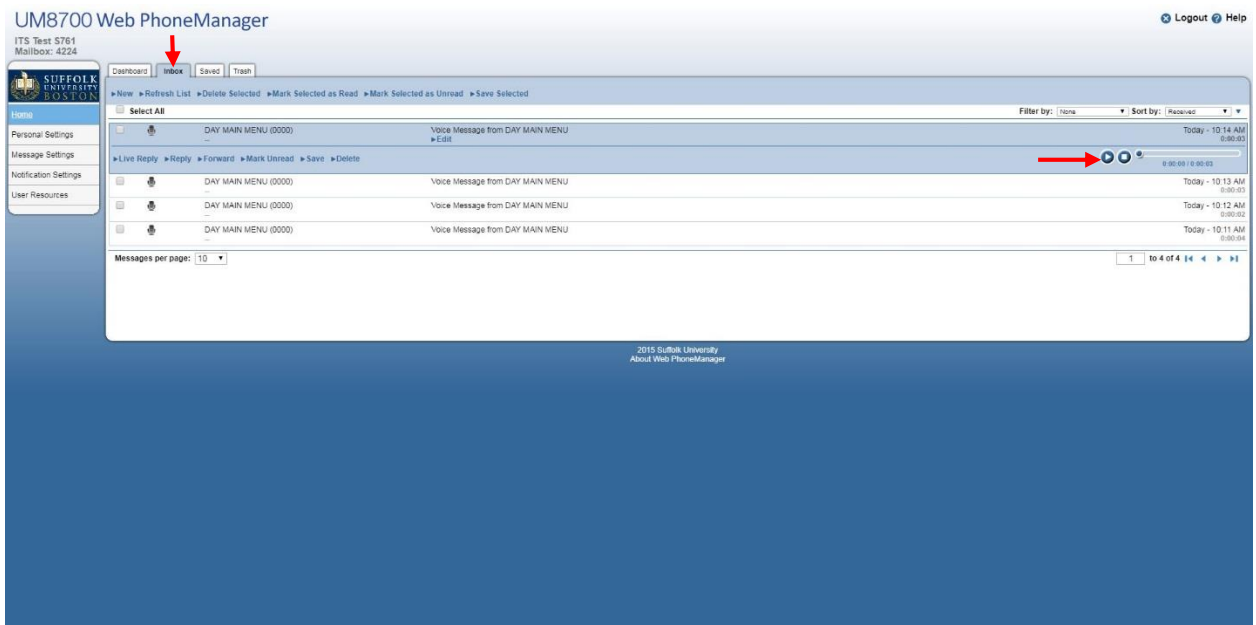
1. Please go to <https://webphone.suffolk.edu/WPM>
2. Enter your Mailbox number followed by your security code
3. After you login you will be taken to the homepage

UM8700 Web PhoneManager



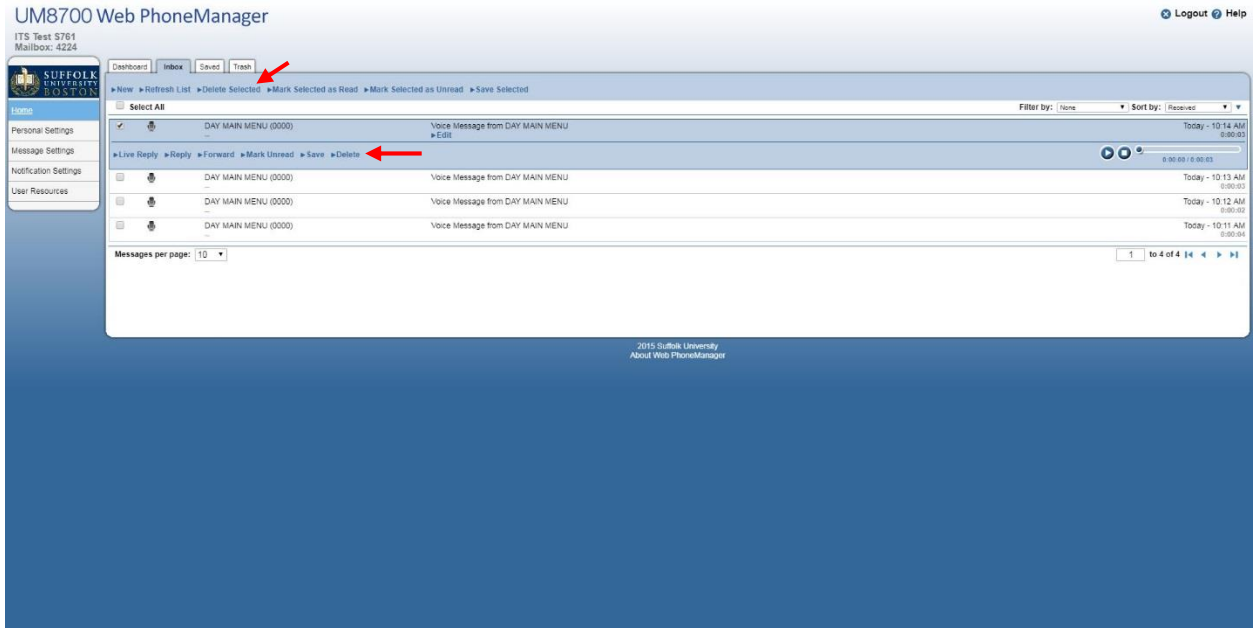
How to view and listen to messages in Web phone Manager

1. Go to your inbox in Web phone manager
2. You will then hit the play button the message will play back through your computer



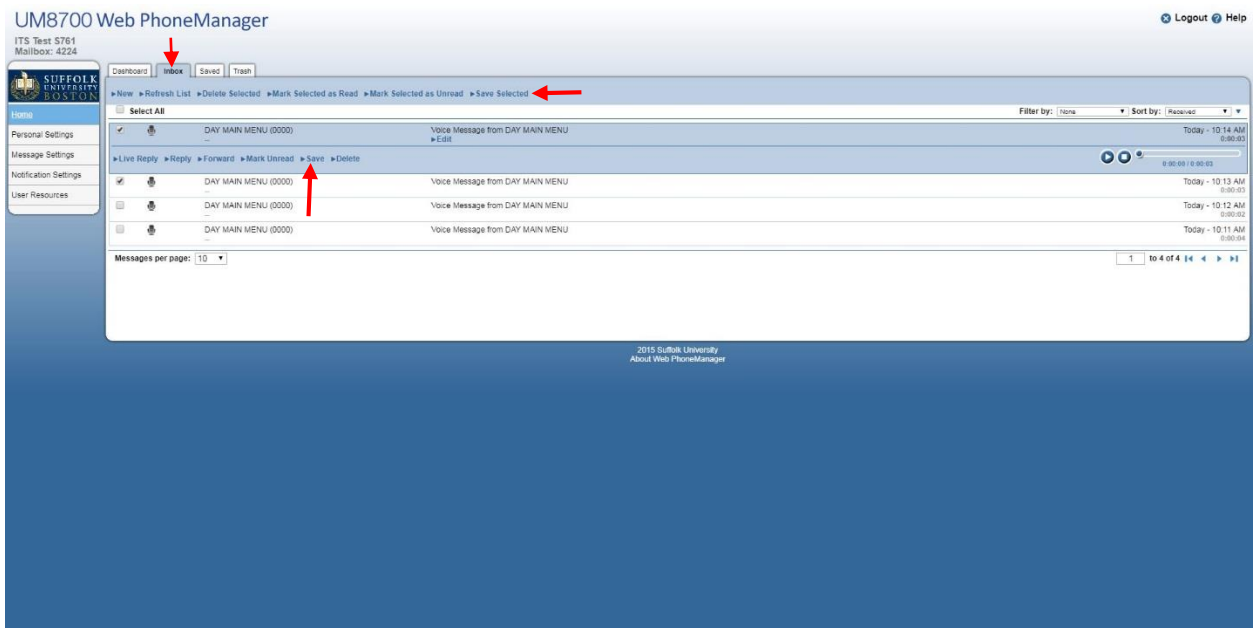
How to send a message to Trash in web phone manager

1. Go to your inbox in Web phone manager
2. You will then select the message you would like to send to your trash then you will hit delete
 - a. If you select multiple messages then please select delete selected
3. This will only send your message to the trash tab it can still be accessed and recovered.



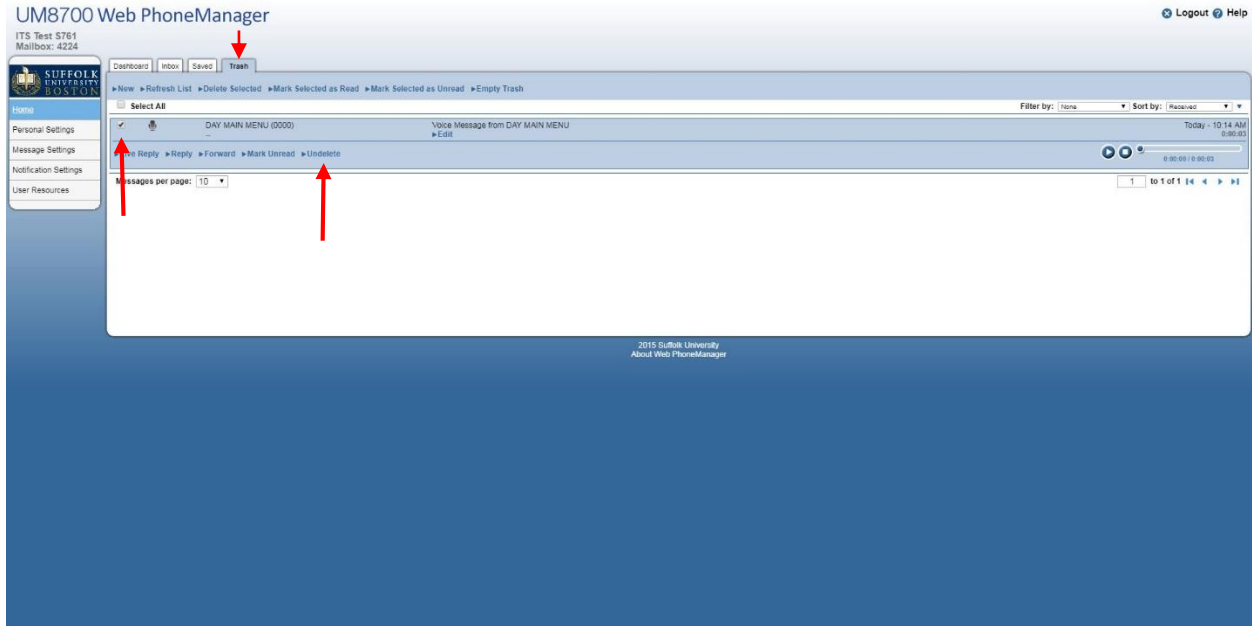
How to save a message in web phone manager

1. Go to your inbox in Web phone manager
2. You will then select the message and hit save.
 - a. If you select multiple messages then please hit save selected
3. This will then send the message to the saved tab.



How to recover a message from the trash

1. Please go to your trash tab
2. After you want to select the message and hit undelete
3. This will then send your message back to your inbox



How to permanently delete a message

1. Please do the steps of how to send a message to the trash. If you have already done this and please go to step 2
2. Go to the trash tab
3. To empty the entire mailbox you can hit empty trash or to delete a selected message just select the message and hit delete selected
4. Then you will want to hit OK in the pop up

