- 1. Please go to <a href="https://webphone.suffolk.edu/WPM">https://webphone.suffolk.edu/WPM</a>
- 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

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How to send a message to Trash in web phone manager

- 1. Go to your inbox in Web phone manager
- 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 accessed and recovered.

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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.

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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

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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

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