



**ABOUT UNIFIED COMMUNICATIONS**

Mitel My Unified Communications (UC) provides a portal for efficient management of all your voice communications. From the Bay de Noc web portal, you can manage your voicemail messages as well as record and store greetings then quickly select a greeting to play that corresponds to your current location and availability.

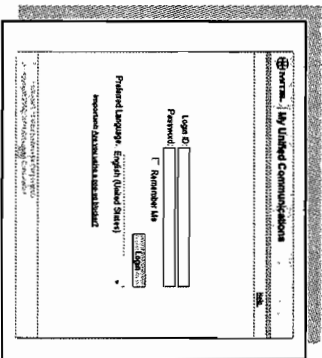
**Logging into Bay de Noc Web Portal**

**FROM YOUR COMPUTER**

1. Launch: INTERNER EXPLORER RELEASE 7.0 (or 8.0)

NOTE: Internet Explorer 6.0 is not supported

2. Enter this URL: [webconf1.baycollege.edu](http://webconf1.baycollege.edu)  
My Unified Communications screen appears:



NOTE: You may receive a security alert or a message stating that "Internet Explorer has blocked this web site from displaying content with security certificate errors." You can ignore this message and safely navigate to the portal. (This error occurs when you do not have the Mitel Security Certificate installed on your PC. To avoid this error in the future, install the trusted Mitel root certificate.)

3. In the LOGIN ID field, enter: Last Name First Initial  
For example, Jane Jones would enter: JonesJ
  4. In the PASSWORD field, enter: 1234
  5. After initial login to the web portal, you need to:
    - a.) Change your initial password
    - b.) Click REMEMBER ME to store your login
- NOTE: You may be prompted to install a security certificate. If this occurs, follow the prompts to install the certificate.

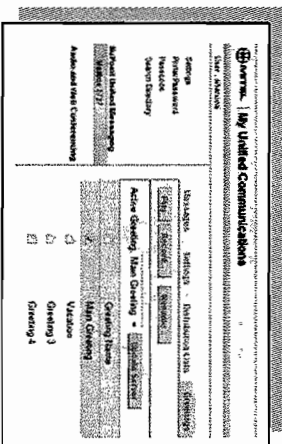
**MAILBOX GREETING SET UP**

You can record a main greeting for your mailbox and up to three conditional greetings for busy, no answer, and call forward conditions. With conditional greetings recorded, if someone calls you while you are currently on your phone, the caller will hear your busy greeting.

**RECORD GREETINGS**

To record a primary greeting for your mailbox:

1. Select: GREETINGS tab  
The Greetings screen appears:



2. Select Greeting to Record: MAIN GREETING (or a conditional greeting)

- a.) Select: RECORD tab (on the top of the screen)
- b.) In the Recording Window, select: RECORD

**When recording a greeting:**

If your CALL ME number is set in the Settings tab: System will call your extension so you can record a greeting using your phone (instead of your PC). Otherwise, the system will prompt you to call into your mailbox so you can record your greeting.

- c.) Record the greeting for your mailbox
- d.) When done recording, select: SAVE

**SET PRIMARY GREETING**

To set a primary greeting that all callers hear when reaching your mailbox:

1. Select greeting from Active Greeting drop-down list  
NOTE: Greetings recorded using the phone interface will appear in your Active Greeting list.
2. Select: UPDATE SERVER

**RENAME GREETING**

To rename a greeting:

1. Click on greeting to rename and select: RENAME
2. Type new name and select: OK

**MANAGE MESSAGES**

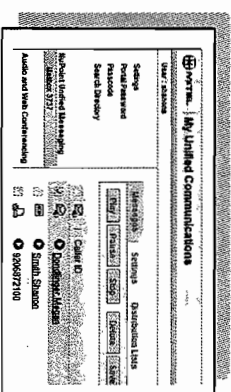
Through the web portal, you can manage your voice mail, Record-A-Call, and fax messages. You can play messages over the PC speakers or over the phone, using the CALL MEEMET ME Feature:  
Confidential Messages are only available through CALL MEEMET ME feature

**CALL MEEMET ME feature**

CALL MEEMET ME number must be set up in the Settings tab: If this number is not set up then CALL MEEMET ME feature button will not be available. See your System Administrator for help on defining Personal Settings.

**PLAY MESSAGE**

1. Select: MESSAGE tab  
The Messages screen appears:



- a.) PC Speaker ..... Select: PLAY (or message link)

NOTE: Message will first download to media player, so it may take a few seconds to play.

- b.) Phone..... Select: MESSAGE to play  
Select: CALL MEEMET ME

Follow the prompts on to play the message

**REPLY TO MESSAGE WITH TEXT MESSAGE**

1. Click on message and select: REPLY
2. To include original message, click on:  
Include original message in reply?
3. Type your message and select: SEND

**FORWARD MESSAGE**

1. Click on message and select: FORWARD
2. Enter recipient's e-mail address (or fax number)
3. To include original message, click on:  
Include original message in reply?
4. Type your message and select: SEND

**SAVE MESSAGE**

1. Click on message and select: SAVE

Message is saved in the e-mail inbox folder

**DELETE MESSAGE**

1. Click on message and select: DELETE



