

## Saving Voicemail to Your Computer

## Purpose

This document is meant to provide instructions on downloading previously saved voicemail directly to your computer.

## Requirements

You must meet the following requirements to download voicemail from the system.

- Have a voicemail mailbox assigned to your extension
- Username/Password to account (MEID & Password)
- Be connected to campus network.

## Instructions

Step1: Using Chrome or Firefox browse to the voicemail website at:

https://sm-unity.sm.maricopa.edu/inbox/

New Tab		× +	
$\leftarrow \rightarrow$	С	ttps://sm-unity.sm.maricopa.edu/inbox	

Step 2: Acknowledge connection is not private by clicking "Advanced".

Your connection is not private
Attackers might be trying to steal your information from <b>sm-unity.sm.maricopa.edu</b> (for example, passwords, messages, or credit cards). <u>Learn more</u>
NET::ERR_CERT_AUTHORITY_INVALID
Help improve Safe Browsing by sending some <u>system information and page content</u> to Google. <u>Privacy policy</u>
Advanced Back to safety

Step 3: Proceed to Sign In page by clicking the "Proceed to..." link.



Step 4: Sign in to voicemail web-inbox using your MEID and MEID password.

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← → C ▲ Not secure   https://sm-uni	ty.sm.maricopa.edu/inbox/	☆ ● :
Cisco Unity Connection		
	Sign In	
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Messages Settings		The local data in the local data and the local data
Inbox Deleted Sent		New message Refree
A From	Subject	Received Duration
MARICOPA COMMUN	Message from MARICOPA COMMUN	2:56 PM 77.95
PHOENIX AZ	Message from PHOENIX AZ	Tuesday, 5:47 2.5s PM
SM PKLTN3	Message from SM PKLTN3	Monday, 2:41 6s 🕞
()] ·	1 - 3 of 3	55603 Phone Compute

Step 5: Your voicemail web-inbox will look similar to the image below.

Step 6: Click on the subject for the message you want to download. You will be provided with a list of options below the message.

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From	Subject	Received	Duration	
MARICOPA COMMUN	Message from MARICOPA COMMUN	2:56 PM	77.9s	۲
		message.wav	Forward	Delete
PHOENIX AZ	Message from PHOENIX AZ	Tuesday, 5:47 PM	2.55	$\bigcirc$
SM PKLTN3	Message from SM PKLTN3	Monday, 2:41 PM	6s	$\odot$

Step 7: Right click on message.wav link to show message options. Click on "save link as..." to download message.

Inbox Deleted Sent		New message Refresh
A From	Subject	Received Duration
MARICOPA COMMUN	Message from MARICOPA COMMUN	2:56 PM 77.9s
		message way Forward Delete
PHOENIX AZ	Message from PHOENIX AZ	Open link in new tab PM Open link in new window
SM PKLTN3	Message from SM PKLTN3	Mondi Open link in incognito window
		Save link as

Step 8: Select the location of where you want to download the message. Enter a file name for the voicemail you are downloading. Then click save

Save As	×
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Organize  Vew folder	≣≡ ▾ ?
③ 3D Objects     Name     Date modified     Type       > 圖 Desktop     Select location     to downlaod       > 圖 Pictures     Pictures       > 圖 Videos     Uteos	e Size ^
<ul> <li>Local Disk (G:)</li> </ul>	v
File name: Enter file name	~
Save as type: All Files (*.*)	~
∧ Hide Folders	Save Cancel

If you need further assistance, contact TSS support at 602.243.8324.