



Saving Voicemail to Your Computer

Purpose

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

Requirements

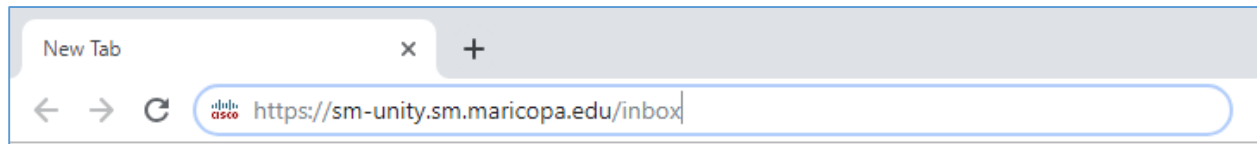
You must meet the following requirements to download voicemail from the system.

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

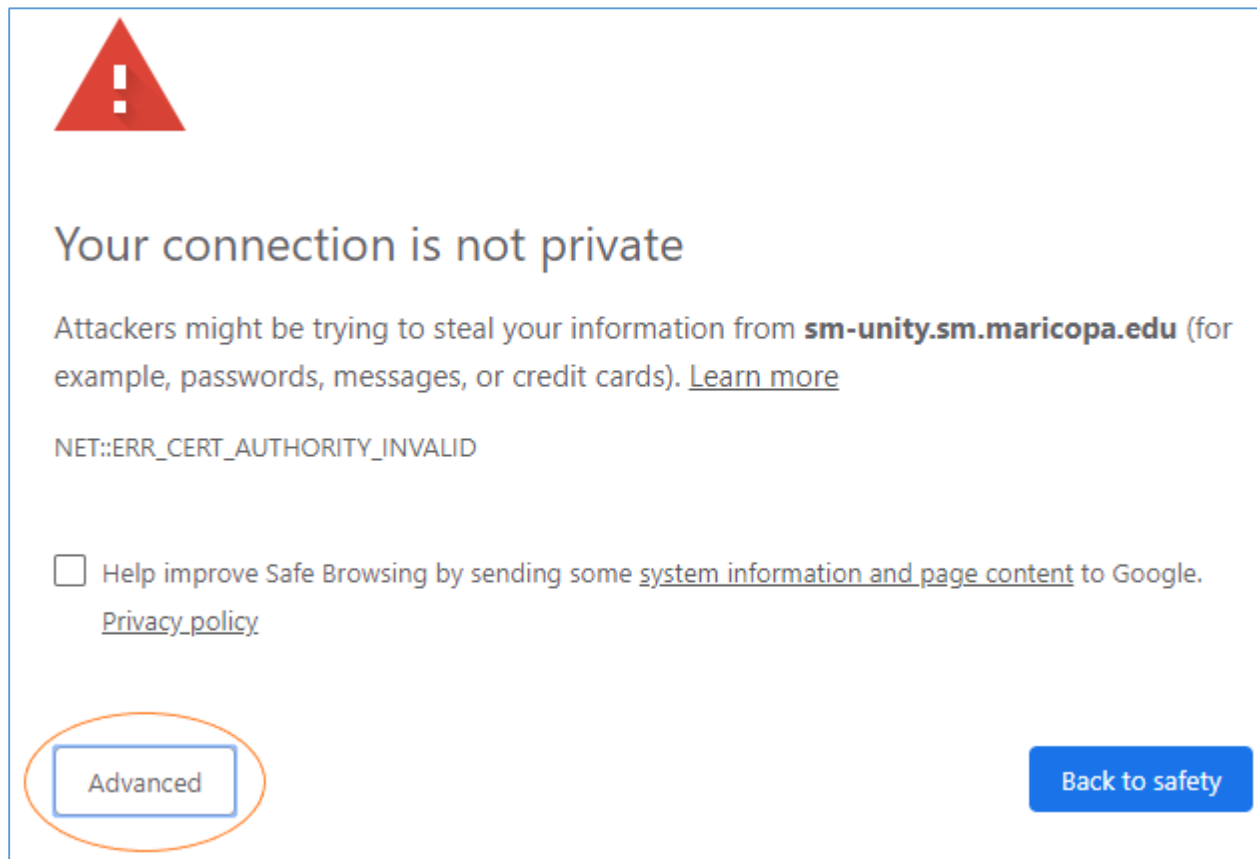
Instructions

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

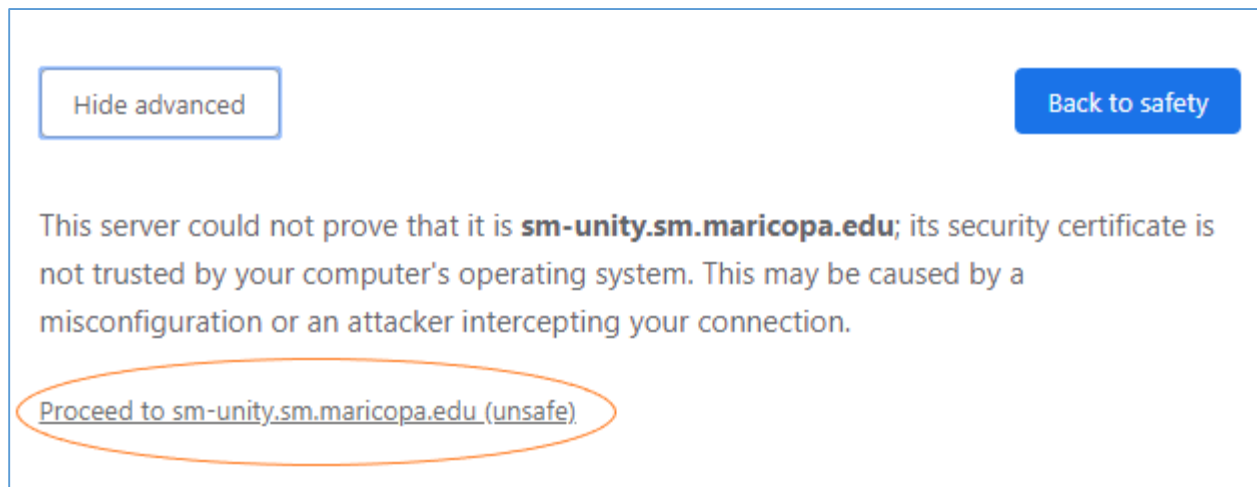
<https://sm-unity.sm.maricopa.edu/inbox/>



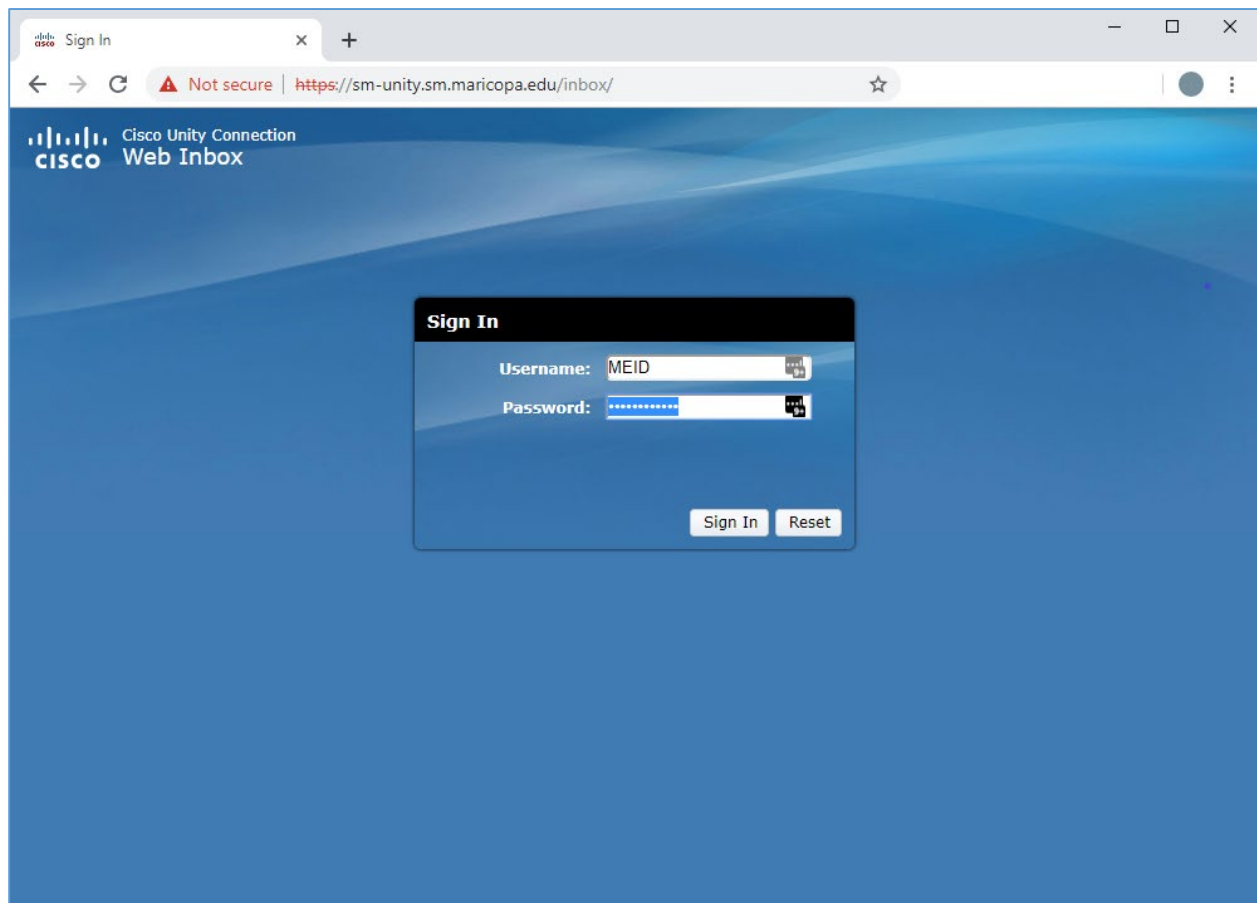
Step 2: Acknowledge connection is not private by clicking “Advanced”.



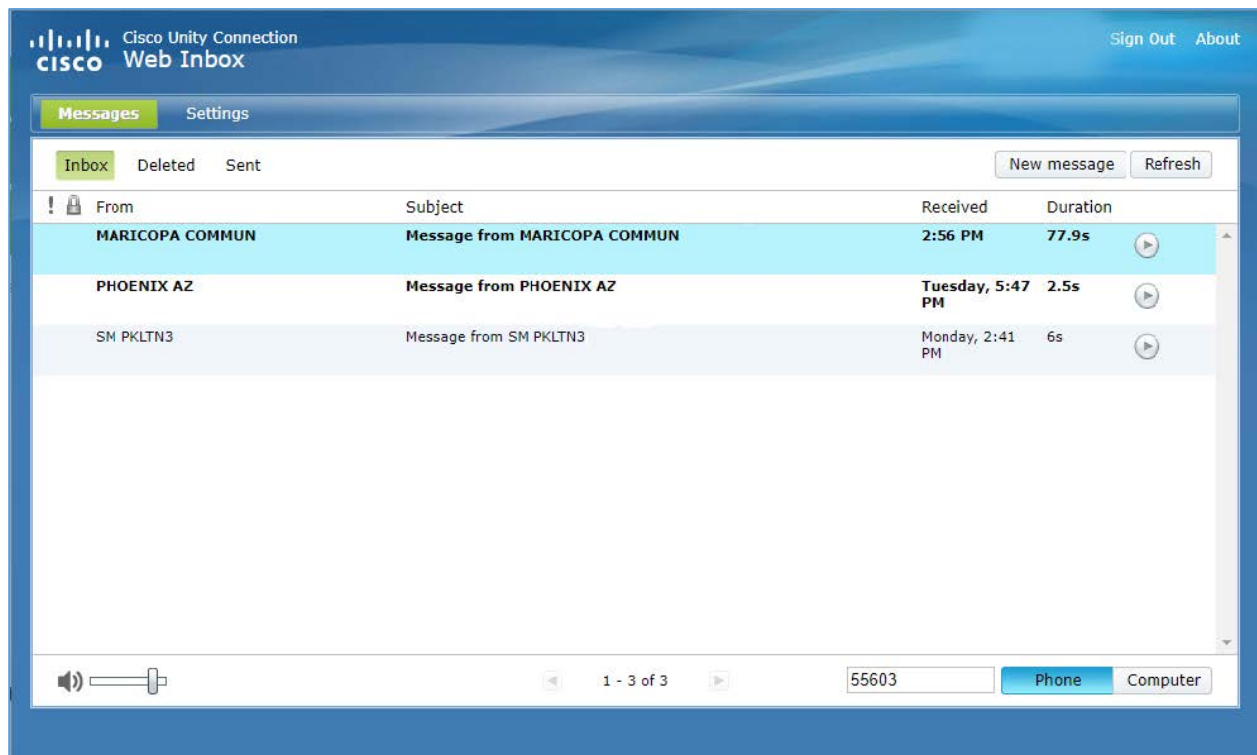
Step 3: Proceed to Sign In page by clicking the “Proceed to...” link.



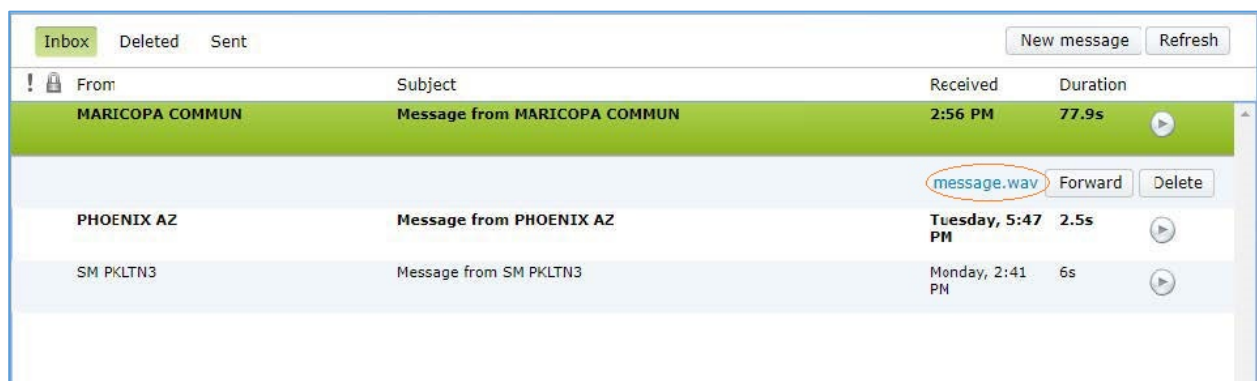
Step 4: Sign in to voicemail web-inbox using your MEID and MEID password.



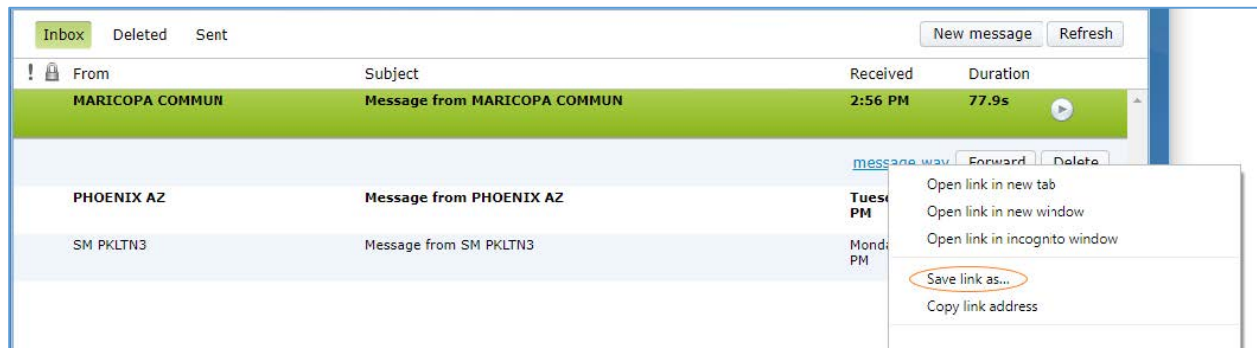
Step 5: Your voicemail web-inbox will look similar to the image below.



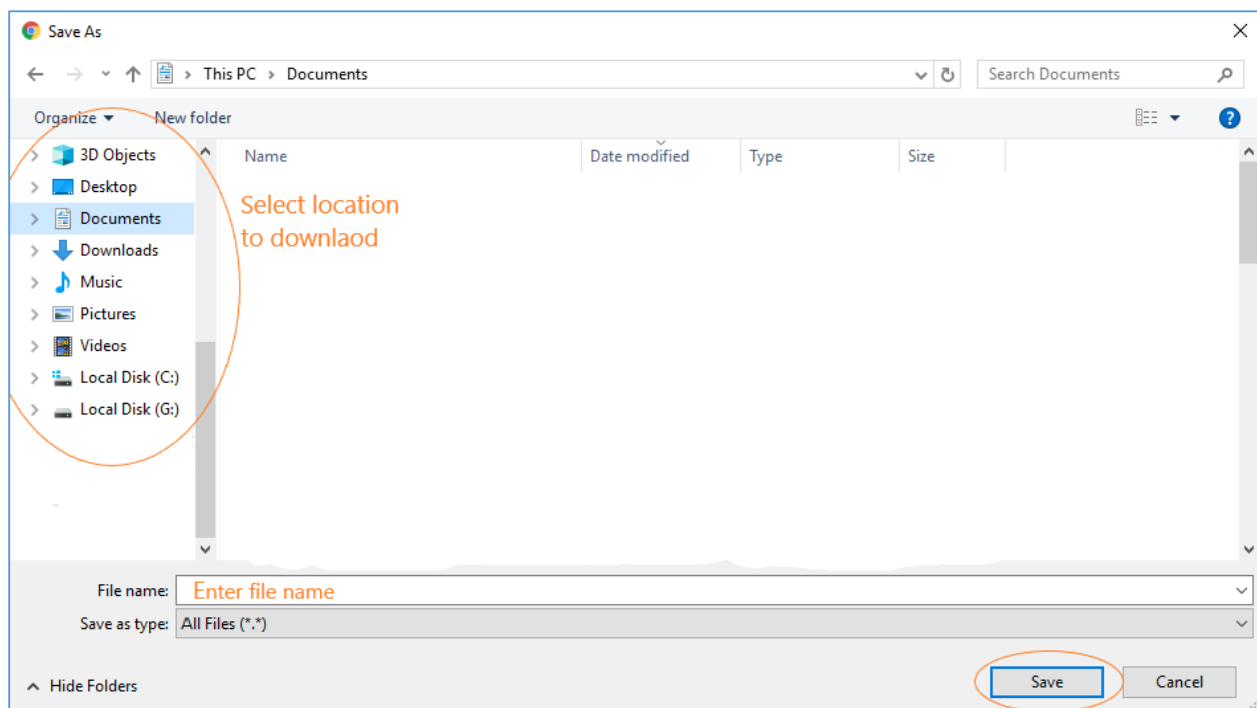
Step 6: Click on the subject for the message you want to download. You will be provided with a list of options below the message.



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



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



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