**Reviewing messages**
- To review unread messages, press 1 - 1
- To review read messages, press 1 - 2
- To review saved messages, press 1 - 3

**Playback controls**
- To hear message details, press 5
- To go back to the beginning of a message, press 1 - 1
- To advance to the end of a message, press 3 - 3
- To skip to the next message, press #

**Replying to a message**
- Reply to a message while reviewing, or at the end of a message, press 8
- Record reply – when finished, press 
- To send, press 

**Calling the sender**
- Call the sender while reviewing, or at the end of a message, press 8 - 8

**Forwarding a message**
- Forward a message, at the end of message, press 6
- Record introduction - when finished, press 
- To address message - say or enter recipient 
- To send, press 

**Sending a new message**
- From the Main Menu, press 2
- Record message – when finished, press 
- To address message - say or enter recipient 
- To send, press 

**Message addressing options**
- Say the name of a recipient or distribution list 
- Enter a mailbox number or a personal list number 
- To spell the name of a recipient or distribution list, press 
- To get help while using your mailbox, press 0
- To cancel a command or back up one menu, press 
- To bypass a greeting or interrupt a prompt, press 
- To delete a message, press 3 - 3 - 7
- To save a message, press 3 - 3 - 9

**Hints and tips**
- To get help while using your mailbox, press 0
- To cancel a command or back up one menu, press 
- To bypass a greeting or interrupt a prompt, press 
- To delete a message, press 3 - 3 - 7
- To save a message, press 3 - 3 - 9

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**VOICE MESSAGING BY PHONE**

**FOR MORE INFORMATION**
For online help, go to: http://support.avaya.com/Libraries/Msg/60/user/en-US

**VOICE MESSAGING BY OUTLOOK**

- To play back a message on your PC without opening a media player, click **Play on PC**. You can use the pause, stop, skip back, and skip forward buttons when the message is played.

- To call the sender of the voice message from any phone, click **Call Sender**. When you pick up the phone, the sender's caller ID (shown in the subject line) is dialed automatically.

- For User Preferences, go to http://avayams/g/user or to the URL specified by your administrator.

**Managing features**
- To enable/disable Notify Me, press 4 - 1 - 1
- To enable/disable Reach Me, press 4 - 1 - 2

**Managing administrative options**
- To change your password, press 4 - 2 - 1
- To turn the Date and time playback on/off, press 4 - 2 - 4

**Managing greetings**
- To manage a Personal greeting, press 4 - 3 - 1
- To manage an Extended absence greeting, press 4 - 3 - 2
- To manage a Name, press 4 - 3 - 3

**Managing personal greetings**
- To manage a Standard system greeting, press 4 - 3 - 1 - 1
- To manage an Away from phone Personal greeting, press 4 - 3 - 1 - 2 - 1
- To manage a Busy greeting, press 4 - 3 - 1 - 2 - 2

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Avaya Aura™ Messaging