

User Web Portal Legacy

Accessing the User Web Portal

All users have access to their own personal web portal.

To access this web portal from within your network, point your browser to <http://voip.example.com/>, and then enter your **extension number** and **voicemail PIN number**.

To access this web portal from outside your network, point your browser to <http://voip.example.com:443>, then enter your extension number and voicemail PIN number. You will have to enable port forwarding on your router to access from outside your network.

URL: <http://voip.example.com>

User ID: Your extension

PIN: Voicemail login pin

Using the User Web Portal

Within the web portal, you can do several things:

- [Voicemail Messages](#): Check, Delete, Listen to, and Save Voicemails
- [Contact Information](#): Modify your contact information.
- [Unified Messaging](#): Change your email notification address, active greeting, and PIN number
- [Voicemail Distribution Lists](#): Add, modify, or delete voicemail distribution lists
- [Conference Bridges](#): Manage any conference bridges for which you have been designated as administrator
- [Instant Messaging](#): Configure your instant messaging settings
- [Personal Auto-Attendant](#): Manage your personal Auto-Attendant
- [MyBuddy - Personal IM Assistant](#): Manage your personal IM assistant preferences
- [Call Forwarding](#): Set up call forwarding and call forwarding schedules
- [Speed Dial](#): Change your speed dial settings
- [Call History](#): View your personal call history
- [Phone Book](#): View the phone book and click-to-dial phone book entries

- [Voicemail TUI Menu Structure](#)