Modular Messaging – Web Subscriber Options

Personal Lists and Greetings
Quick Reference Guide (QRG)
Any Telephone – Modular Messaging - MSS

This Guide provides administration instructions for Notifications and Call Handling using the Modular Messaging Web Subscriber Options portal

Accessing the Web Portal

- The Web portal requires Windows Explorer
  If you do not have Windows Explorer, you may administer options using the Telephone User Interface (TUI).
- If your PC is not connected to the Emory Network, e.g. working from home, you will first have to establish a VPN session to the Emory Network
- Browse to http://mssweb.emory.edu/wso
- Login using:
  - Your 5-digit Voice Mailbox Extension
  - The Telephone Number for Greeting Recording/Playback (Typically your extension)
  - Your Voice Mailbox numeric Password you use when logging in through your phone

MY EXPERIENCE SECTION - Personal Lists:

- To administer Personal Lists which can be used to send messages to multiple subscribers
  - Select Personal Lists
  - Click New List
  - Edit the Name, Number, and Identifier as desired
  - Click Save
  - Click the Radio Button beside the List to be administered
  - Click Add Member
  - Enter the Extension (preferred) of the Mailbox to be added to the list
  - Click OK

MY EXPERIENCE SECTION - Message Options:

- To administer Message Options which can be used to change the order of message playback and mailbox actions
  - Select Message Options
  - Click the desired Sort My Message option
  - Click the desired Mailbox Action
    - Play back date and time when reviewing messages – When this options is selected, you will always hear the date and time of the message. When not selected (Default) you can hear the date and time when listening to a specific message by pressing (5)
NOTIFICATION SECTION - Message Waiting Indicator (MWI):

- To administer the Message Types and associated Importance conditions under which your MWI activates
  - Select Enable Message Waiting Indicator
  - Select Enable Message Waiting Indicator Rule
  - Fax and Email Options are not available on this system
  - Click the Message Types and Importance desired

OPTIONS SECTION - Options Summary:

- The Options Summary is a useful way to see all of the Options and Settings you have active and to navigate quickly to them for changes
  - Call Me, Notify Me, and Find Me options are not available on this system
- If you want to use the Web Subscriber Options portal to administer your Greetings, use the Your Settings section and click Playback/Record to change the playback/record method to your telephone
  - Select Telephone and enter the number in the Telephone Number field
  - In the top menu, select Caller Experience and Greetings
  - Select the Greeting to be recorded and use the player to control recording and playback

Important Phone Numbers
Customer Care Center – 404-727-2323