

## Setting Up Your Profile and Preferences

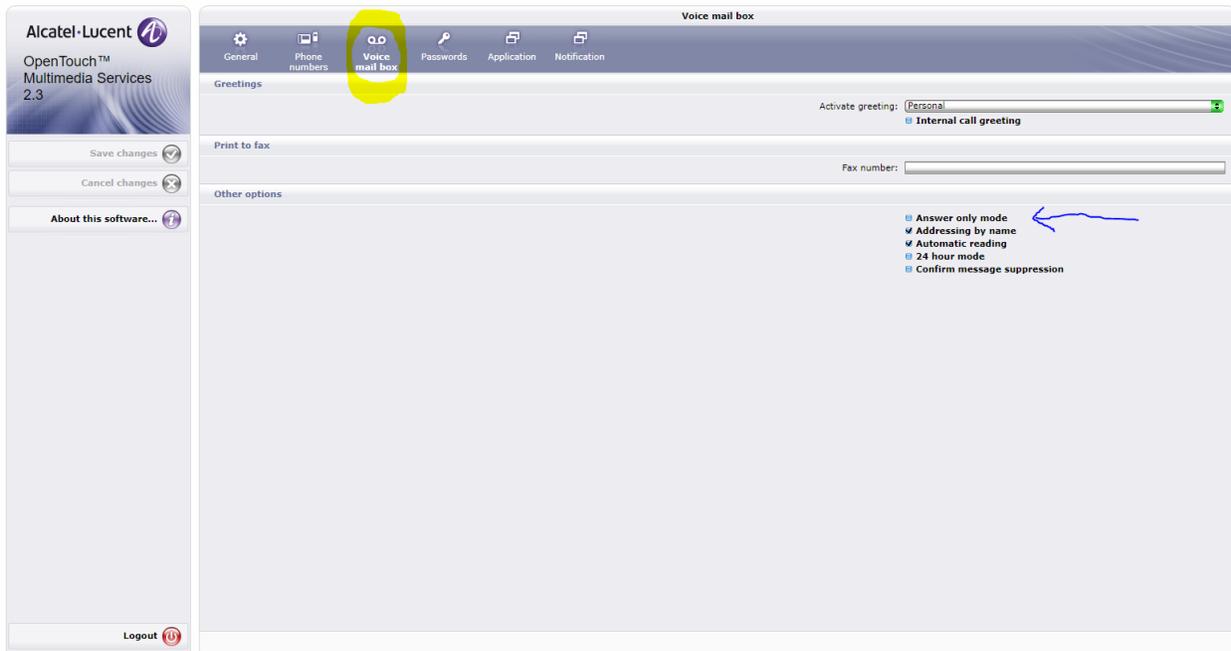
Go to [opentouch.uvu.edu](http://opentouch.uvu.edu), use your UVU ID and standard password. Or click on the Configuration link on the left side of the page if you are checking your voicemail.



**General tab:** allows you to change default language and time zones.

**Phone Numbers tab** will be used more later with features that will enable integration with cells phones and desktop application (additional cost). These features are being developed and are coming soon.

## Voicemail box tab



Activate greeting: allows you to toggle between recorded greetings

Internal call greeting: allows you to have different greetings for on campus vs off campus numbers (only available if you are using a personal greeting)

Answer only mode: this will disable the ability to leave messages on your voicemail box

Addressing by name: allows you to find people by name

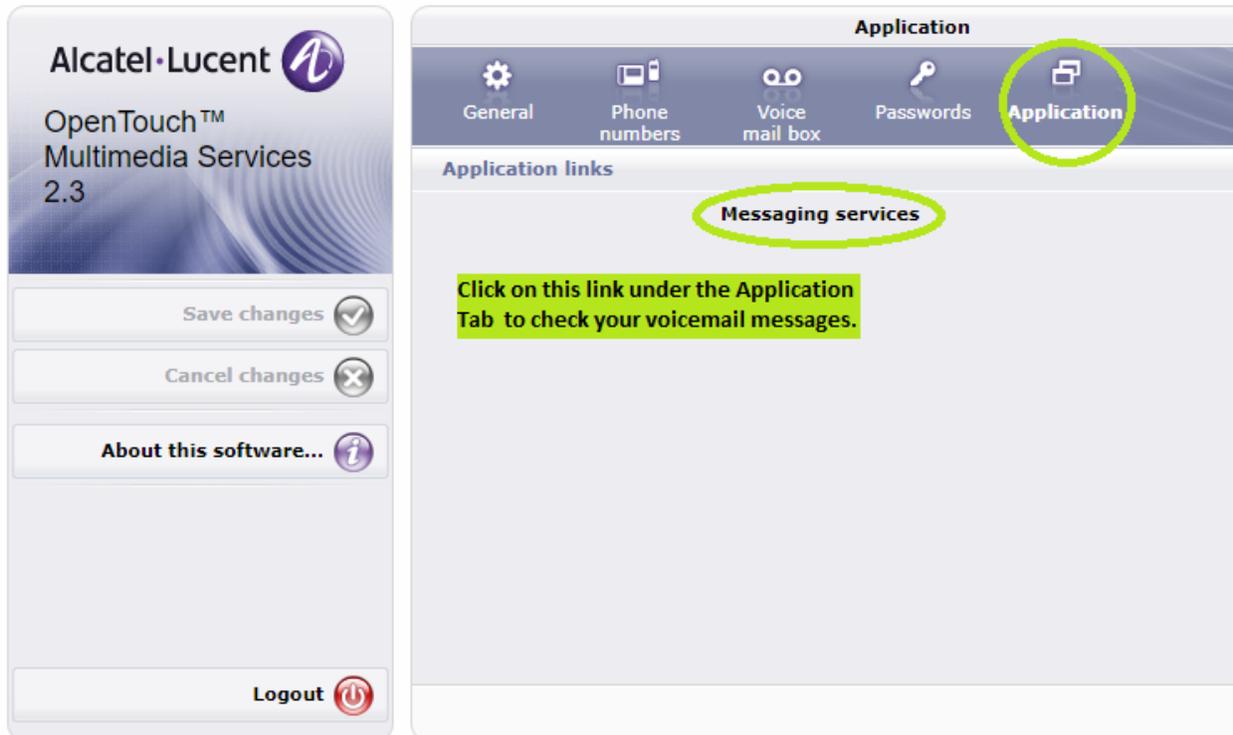
Automatic reading: jumps straight into new messages instead of playing system options first when checking through the phone option

24 hour mode: switches to military time

**\*\*Must confirm changes with save button on the left side of the screen \*\***

**Passwords tab** the Main password section is not used. The TUI password section allows you to change the voicemail password when used with your phone.

**Application tab** shows you the applications that you have be granted rights. By clicking on messaging services, you can check your voicemail messages. This is the same webpage linked in email notifications, [opentouch.uvu.edu/MyMessaging](http://opentouch.uvu.edu/MyMessaging)



If you have rights to record automated attendant prompts, you will have a link in here as well.