



## Managing Your Private Lists

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- [About Private Lists, on page 1](#)
- [Creating Private Lists, on page 1](#)
- [Changing the Names of Private Lists, on page 2](#)
- [Changing the Members of Private Lists, on page 3](#)
- [Deleting Private Lists, on page 3](#)

### About Private Lists

You can use private lists to create your own groups of voice message recipients. When you address a voice message to one of your private lists, all members of the list receive the message. Cisco Unity Connection provides several private lists for you to personalize.

Only you can send voice messages to your private lists. You do so by phone using the keypad or voice commands, or by using the Web Inbox. You cannot send messages from your email program to your private lists.

### Creating Private Lists

Your Connection administrator specifies the maximum number of lists that you can manage.

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- Step 1** In the Messaging Assistant, from the Private Lists menu, select **New Private List**.
- Step 2** On the Private List page, in the Name field, enter a name for the list. If you use voice commands, this is the name you say to add the private list to a message recipient list.
- Tip** Avoid using special characters and diacritical marks in the list name. If you use voice commands, Connection may have trouble recognizing names that contain these items.
- Step 3** In the Recorded Name field, select **Record** on the available interface and record the name of the list.
- Note** For release 11.0 (1) and earlier, you must select the option **Play\Record** under Recorded Name section to load the Media Master.
- Step 4** When you finish recording, select **Stop**.

- Step 5** If you use voice commands and your list name is not pronounced the way it would be read, enter an alternate name in the Alternate Names section.
- Step 6** To add more alternate names, select **Add Row** and repeat Step 5.
- Step 7** Select **Add Members**.
- Step 8** In the Find Names dialog box, select the applicable tab to specify the search scope.
- Step 9** In one or more fields, enter the applicable information about the user, distribution list, private list, or remote contact that you want to add to your new list.
- Step 10** Select **Find**.
- Step 11** In the list of possible matches, check the check box next to the user, distribution list, private list, or remote contact that you want to add to your private list, and select **Add Members**.
- Step 12** Repeat Step 7 through Step 11 until you have finished adding members to your list.
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## Changing the Names of Private Lists

Each private list has a recorded name and a display name. When you address messages to private lists by phone, Cisco Unity Connection plays the recorded name so you can confirm that you have addressed the message to the correct list.

If you use voice commands, you can also specify alternate names for the display name that you give a private list. You say the display name when you use voice commands to address a message to the private list by phone. Consider specifying alternate names if the display name is not pronounced the way it would be read, as may be the case with acronyms and abbreviations. (For example, your list name for the Technical Support department is IT. You would add the pronunciation spelling “Eye Tea” as an alternate name.)

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- Step 1** In the Messaging Assistant, from the Private Lists menu, select **View Private Lists**.
- Step 2** On the Private Lists page, select the private list whose name you want to change.
- Step 3** On the Private List page, in the Name field, delete the old name and enter a new one. This is the display name.
- Step 4** In the Recorded Name field, select **Record** on the available interface and record the name of the list.
- Note** For release 11.0 (1) and earlier, you must select the option **Play\Record** under Recorded Name section to load the Media Master.
- Step 5** When you finish recording, select **Stop**.
- Step 6** In the Alternate Names section, change the information as applicable:
- To delete an alternate name, check the check box next to the name, and select **Delete Selected**.
  - To add an alternate name, select **Add Row** and enter the name.
- Step 7** Select **Save**.
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## Changing the Members of Private Lists

The maximum number of members that you can add to a private list is specified by your Connection administrator. Any user or system distribution list in the directory is eligible for membership in your private lists.

Depending on how Cisco Unity Connection is set up at your organization, you may be able to send and respond to messages from users on remote voice messaging systems who are not in the directory. If so, you can also include these users—known as remote contacts—in your private lists.

If you try to add a user, private list, system distribution list, or remote contact that is already a member of the private list, Connection does not add the member to the same list again.



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**Note** Administrative changes to private list members may cause them to be presented differently when you review your lists later. Occasionally, administrative changes may even cause some members to be removed from your lists without notice. Your Connection administrator should be able to inform you before changes occur, though you will still need to readd these members to your lists in the event that they are inadvertently removed.

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**Step 1** In the Messaging Assistant, from the Private Lists menu, select **View Private Lists**.

**Step 2** On the Private Lists page, select the private list whose members you want to change.

**Step 3** To add members, skip to Step 4.

To remove members, on the Private List page, check the check box next to any member that you want to remove from your list, and select **Delete Selected**.

**Step 4** To add members, on the Private List page, select **Add Members**, then search for names:

- a) In the Find Names dialog box, select the applicable tab to specify the search scope.
- b) In one or more fields, enter the applicable information about the user, distribution list, private list, or remote contact that you want to add to your list.
- c) Select **Find**.
- d) In the list of possible matches, check the check box next to the user, distribution list, private list, or remote contact that you want to add to your list, and select **Add Members**.

**Step 5** Repeat Step 4 until you have finished adding members to your list.

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## Deleting Private Lists

When you delete a list, the recorded and display names, and all list members are deleted.

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**Step 1** In the Messaging Assistant, from the Private Lists menu, select **View Private Lists**.

**Step 2** On the Private Lists page, check the check box next to the list that you want to delete.

**Step 3** Select the **Delete Selected Rows icon** below the menu bar.

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