



## Listen to your Voicemails

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# Listen to your Voicemails

One of the most useful features of your account is **Voicemail**. After you set it your messages will be available for you to listen to, download, or delete.

This option, different than others available on Switchboard, is **individual** for each number.

How to listen to your voicemails:

1. Login to your account.
2. Go to the **Switchboard**.
3. Select the number that you would like to listen to the voicemails of or download.
4. Select **Voicemail**.
5. Choose to **download**, **delete** or **play** each message.

The screenshot shows a navigation bar with tabs for Profile, Inbound, Outbound, Advanced, Preferences, Media, and Voicemail. Below the tabs is a table of voicemail messages with columns for DATE, FROM, NUMBER, and ACTIONS. The table displays five messages from 'an unknown caller' with download, delete, and play icons for each.

DATE	FROM	NUMBER	ACTIONS
Tue, 27 September 2016 at 7:39 AM	an unknown caller		↓ 🗑️ ▶️
Tue, 7 February 2017 at 2:55 PM	an unknown caller		↓ 🗑️ ▶️
Fri, 8 December 2017 at 12:19 PM	an unknown caller		↓ 🗑️ ▶️
Thu, 19 July 2018 at 1:42 PM	an unknown caller		↓ 🗑️ ▶️
Mon, 27 August 2018 at 4:16 PM	an unknown caller		↓ 🗑️ ▶️

- **Accessing your Voicemail box:** You can access your own inbox by dialing \*55.
- **Voicemail Star Access:** Dial your own number from any phone and wait for it to go to voicemail then press \*55 and you will be prompted for your PIN code (this must already be setup) followed by # to access your mailbox messages as normal. You can also set up calling

numbers as trusted callers to avoid having to enter a PIN number.