How to…
Use Voicemail on Jabber for Mac
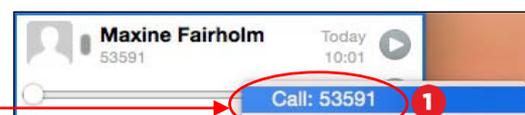
Introduction

This guide will show you how to use Jabber to listen to, delete, restore and reply to voicemail messages.

Step 1: Listen to voicemail

1 Select the **voicemail icon** on the left side of the main Jabber window. A list of your voicemail messages will be displayed. New messages will appear in **bold** text. The time and length of the message plus the caller's name will display.

2 To listen, select the **play** icon to the right of the message.

3 You can repeat sections of the message by clicking on the relevant time point.

4 Once you have listened to a message, it will no longer appear in **bold** text and the red indicator light on your desk phone (which indicates a new message) will go out.
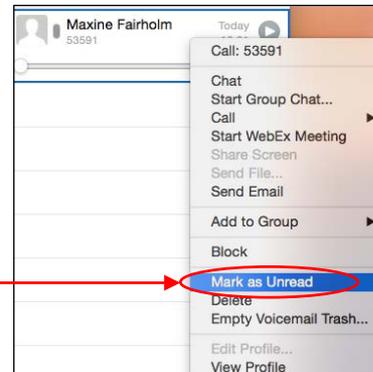
Step 2: Call the person who left a message

1 Select the **voicemail icon** on the left side of the main Jabber window. Right click over the caller you wish to call back and select **Call**. The call window will appear.

Step 3: Mark a message as unread

1 Select the voicemail icon on the left side of the main Jabber window.

2 Right click over the message and select **Mark as unread**. When you do this, the missed-event counter above the voicemail button will display, and the message will display in **bold** text.

Delete a voicemail message

- Interacting with your voicemail in Jabber is the same as interacting with your voicemail via your desk phone. For example, if you delete a voicemail message through Jabber, it is deleted from the voicemail box.

1 Select the voicemail icon on the left side of the main Jabber window.

2 Right click over the message and select **Delete**.

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