Quick Reference Guide
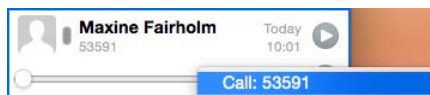# *Jabber Voicemail (Mac)*

Voicemail

You can use Jabber to listen to, delete, restore and reply to voicemail messages.

Listen to voicemail

1. Click the voicemail icon on the left side of the main Jabber window.
   *A list of your voicemail messages is displayed. New messages will display in **bold** text. The time the message was left, the length of the message and the name of the caller are also displayed.*
2. To listen to a voicemail, click the play icon to the right of the message.
3. Whilst the message is playing you can click at points on the message to repeat sections of the message.
4. Once you have listened to a message, the message will no longer be displayed in **bold** text and the red indicator light on your desk phone (which indicates a new message) will go out.
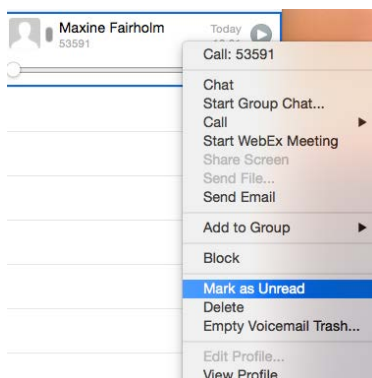
Call back the person who left the message

1. Click the voicemail icon on the left side of the main Jabber window.
2. Right click on the message of the caller you wish to call back then select **Call**.

Mark a message as unread

1. Click the voicemail icon on the left side of the main Jabber window.
2. Right click on the message you want to mark as unread.
3. Select **Mark as Unread**.
   Note: *When you do this, the missed-event counter on top of the voicemail button will display and the message will be display in **bold** text.*

Delete a voicemail message

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

2. Right click on the message you want to delete then select **Delete**.

> 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.