



Leave a voicemail message

You can leave a message to an extension user, or leave a message to group voicemail.

Leave a voicemail message to an extension user

1. On the **Extension** panel, hover your mouse over a desired extension user.
2. Right click the extension user, select **Leave a Voicemail**.
A call window pops up that allows you to record your voice message.
3. When done, hang up the call.

Leave a voicemail message to a voicemail group

1. On the **Group Voicemail** panel, hover your mouse over a desired group voicemail.
2. Right click the extension user, select **Leave a Voicemail**.
A call window pops up that allows you to record your voice message.
3. When done, hang up the call.