



## Accessing Voicemail

The Telephony Toolbar will allow you to listen to your voicemail directly from your computer.

1. Make sure that you are not currently in a call. No entries must be present on the **Call Selector** list.
2. Click **Dial to Voice Mail** on the toolbar. 

## Voicemail Settings

To modify your Voicemail settings through the use of the Telephony Toolbar:

1. Click on the **Services** button on your toolbar. 
2. On the left hand column scroll and select **Voice Messaging**.
3. You will see the screen below which allows you to modify when calls are sent to the voice messaging system and if you receive an email notifying you of a new voice message.

