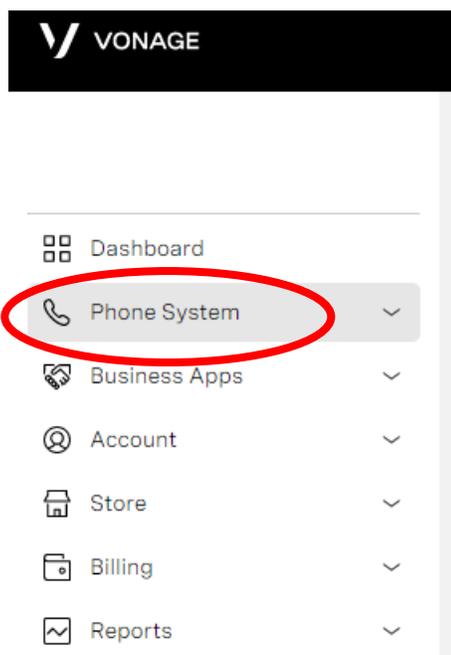
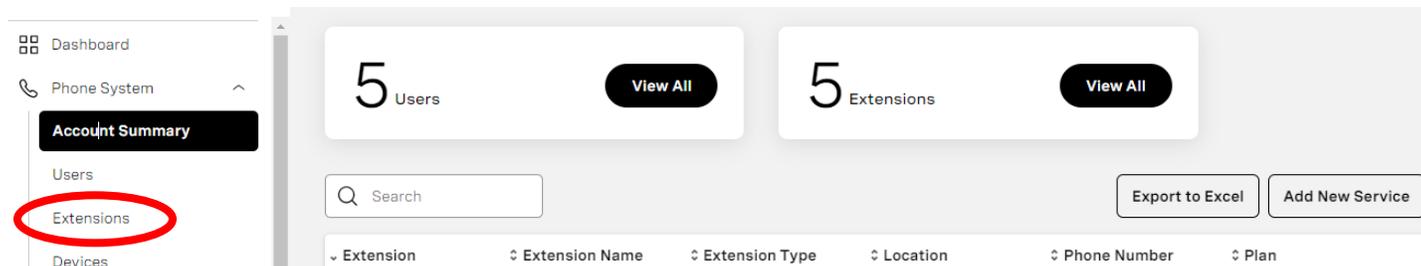


How to Set Up Voicemail in Vonage

1. Log into the Vonage portal at <https://admin.vonage.com/>
2. On the left-hand side of the screen click on **Phone System**.



3. Right below you will see **Extensions**. Click on this link.



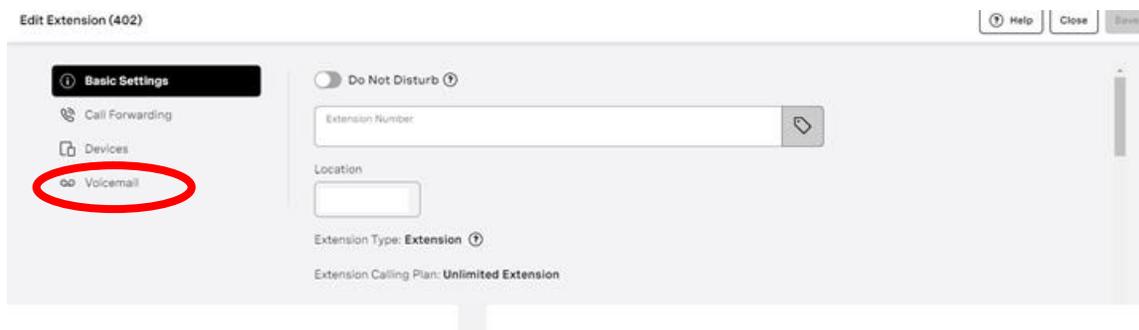
The screenshot shows a dashboard with a sidebar on the left. The sidebar contains the following items: Dashboard, Phone System, Account Summary (highlighted), Users, Extensions (circled in red), and Devices. The main content area has two summary cards: '5 Users' and '5 Extensions', each with a 'View All' button. Below these cards is a search bar and two buttons: 'Export to Excel' and 'Add New Service'. At the bottom, a table header is visible with columns: Extension, Extension Name, Extension Type, Location, Phone Number, and Plan.

4. Click on the **edit button** next to your name to get to your profile.

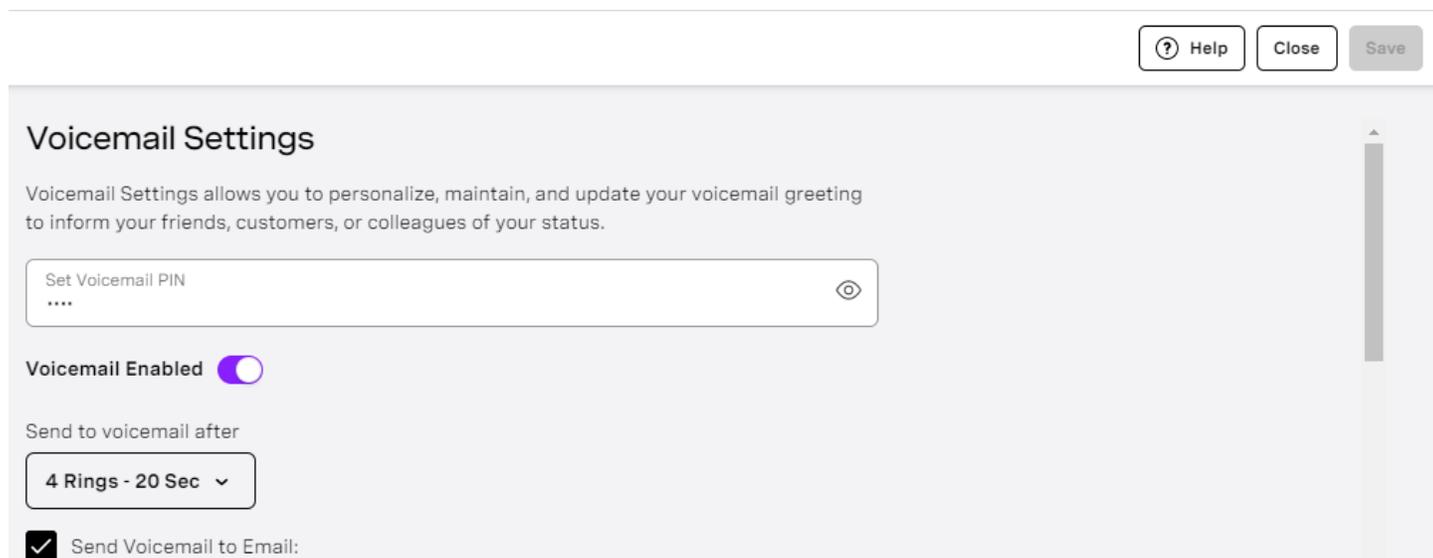


The screenshot shows the 'Extensions' page. It features a search bar, a dropdown menu set to 'All Extensions', and buttons for 'Print', 'Export to Excel', and 'Add New'. There is a checkbox for 'Only show unassigned extensions'. Below this is a table with columns: Extension, User, Phone Number, Outbound Caller ID, Extension Type, and Location. The first row shows the extension number '402'. An edit button (pencil icon) is circled in red at the end of the first row.

5. Click on **Voicemail** button.



6. This is the **Voicemail Settings** page that will allow you to make any necessary changes. Establishing a PIN, turning on voicemail to email and creating a voicemail greeting are many options. Please scroll down to view the options and follow the instructions for each setting.



7. You can use your phone to create a name greeting, an unavailable greeting, a busy greeting and an out of office greeting. To make a recording via telephone call press the microphone button under the greeting's tabs. Type in the phone number and hit dial.

Name Greeting

This plays to identify your extension.

Upload or record a new message.
Last Updated: **03/17/2021**

Unavailable Greeting

This plays when you do not pickup the phone.

Play the default, upload or record a new message.
Last Updated: **03/17/2021**

Busy Greeting

This plays when you are on the phone.

Play the default, upload or record a new message.
Last Updated: **03/17/2021**

8. When you are finished with everything do not forget to hit **Save** at the top right-hand side of the page.

Voicemail Settings

Voicemail Settings allows you to personalize, maintain, and update your voicemail greeting to inform your friends, customers, or colleagues of your status.

Set Voicemail PIN
..... 