

## Using voicemail in Webex App Never miss an important call.

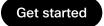
## Create your voicemail PIN

The first time you check your voicemail in Webex App, you may be prompted for a PIN. Create your PIN or change it at any time from **My Profile** under **Webex Settings**.



## Listen to your messages

When you have a new voicemail, you'll see a notification icon next to your Voicemail or Calls icon letting you know how many messages you have waiting.



## Manage your voicemail settings

You can adjust your settings from the Webex App (desktop or phone) or the Webex settings user portal —and your settings will sync across all devices.

To access your voicemail settings in the desktop Webex App:

- 1. Click **Call settings** in the app footer.
- 2. Click Open call preferences.
- 3. Under Calling & , select Advanced call settings.
- 4. Click Voicemail @ .

