## **Deleting voicemail messages**

You can configure your mailbox to delete the audio recording from the server after it's sent in email. However, the audio recording will still be available over the phone or on the web. You need to delete the messages yourself so that your mailbox doesn't fill up. There is a maximum of 100 messages for each mailbox.

## Deleting voice mail messages over the phone

- 1. Dial your voice mail phone number
- 2. Press the number for the mailbox you are checking
- 3. Press \* when you hear the mailbox greeting
- 4. Enter the mailbox Voice Mail password (set on the mailbox configuration page)
- 5. Follow the prompts to delete messages.

## Deleting voice mail messages using your web browser

To delete voice mail messages using your web browser, do the following:

- 1. Log in to the mailbox (See the chapter about logging in to your mailbox using a web browser.)
- 2. Select the checkbox next to each message you would like to delete.
- 3. Click the Delete button.

Welcome, RescueGroups.org				
		INBOX	Messages change to -> INBO	×(9) 🔻
You have 9 NEWand 2 OLD messages.				
Msg	From	Duration	Date	
0000		0:47	Sun Mar 16 10:41:12 PM EDT 2014	Play 🕽
0001		0:10	Mon Mar 17 08:31:46 AM EDT	Play þ
0002		0:49	Thu Mar 20 07:52:36 PM EDT 2014	Play 🕨
0003		0:23	Sat Mar 22 12:22:16 PM EDT 2014	Play 🕨
0004		0:32	Sat Mar 22 07:13:26 PM EDT 2014	Play 🕨
0005		Unknown	Wed Apr 2 04:39:39 PM EDT 2014	Play 🕨
0006		1:43	Thu Apr 3 08:54:38 AM EDT 2014	Play 🕨
<b>0007</b>		0:06	Thu Apr 3 11:52:28 PM EDT 2014	Play 🕨
0008		0:56	Thu Apr 10 11:50:27 AM EDT 2014	Play 🕨
	refresh delete	save	to -> INBOX (9)   forward to preferences	→ logout

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