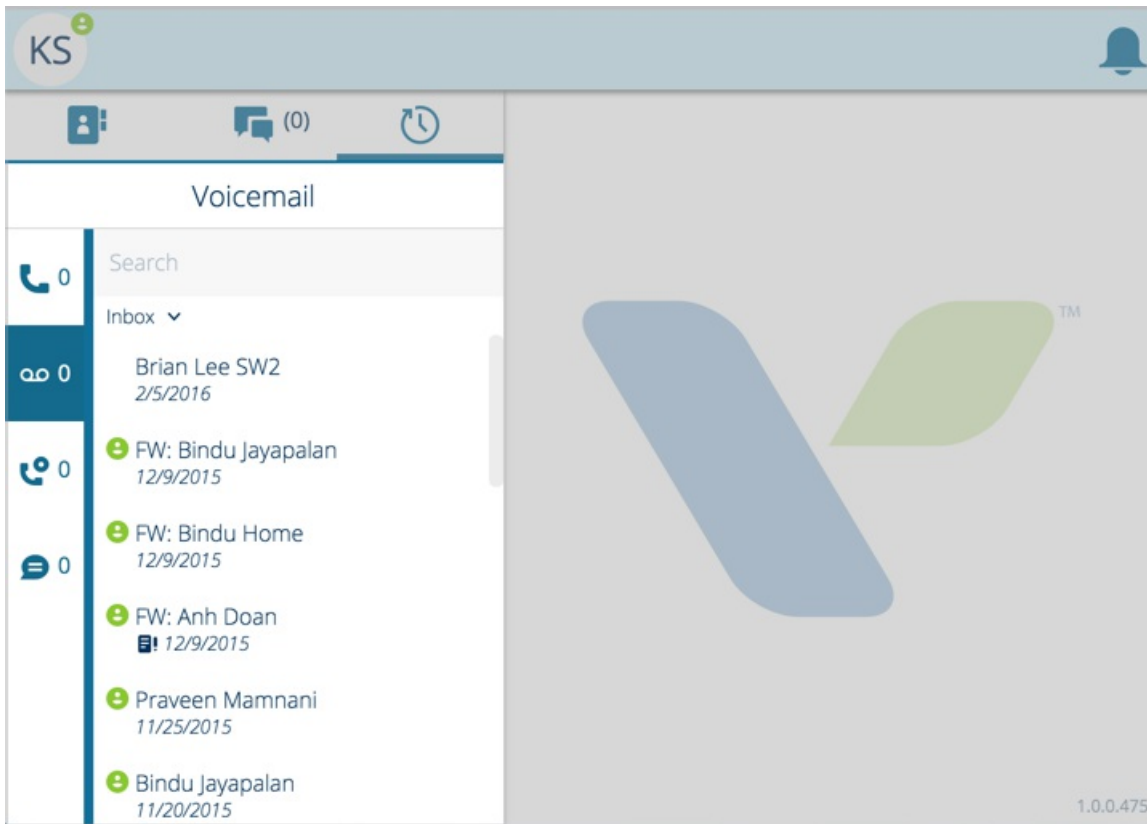


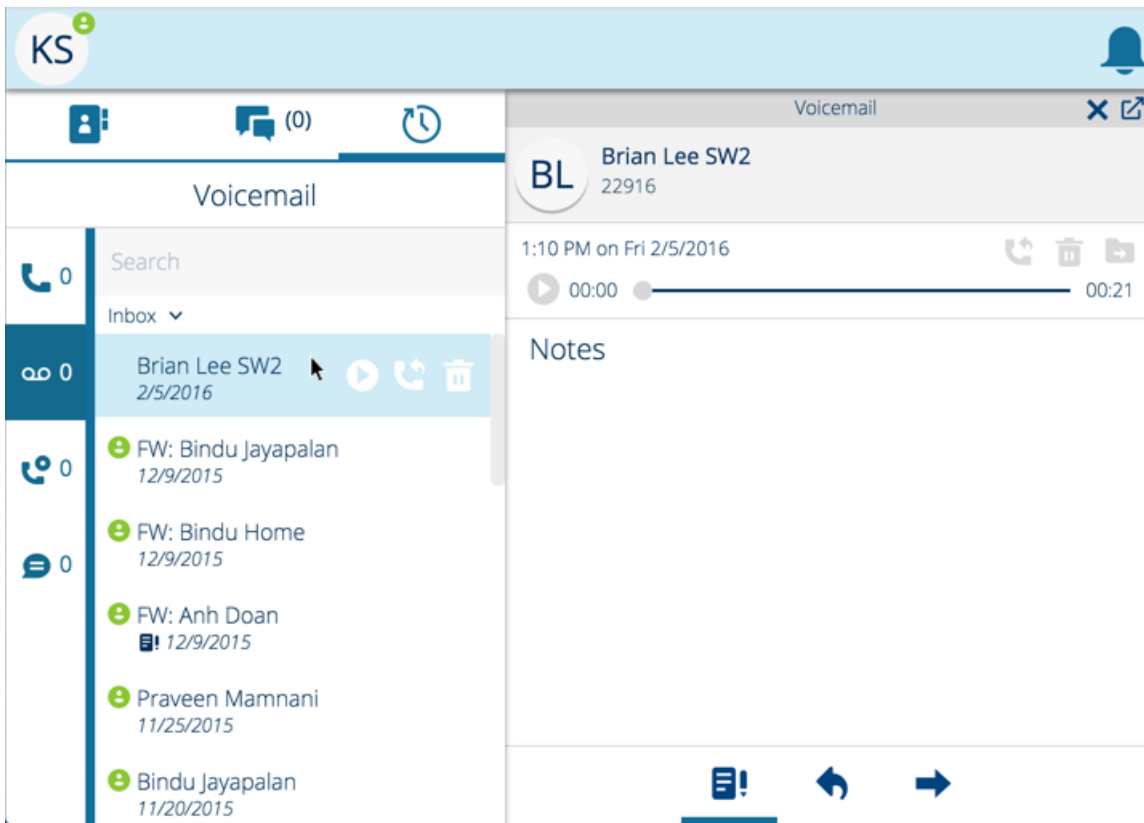
# Voicemail

Last Modified on 11/12/2020 6:53 pm EST

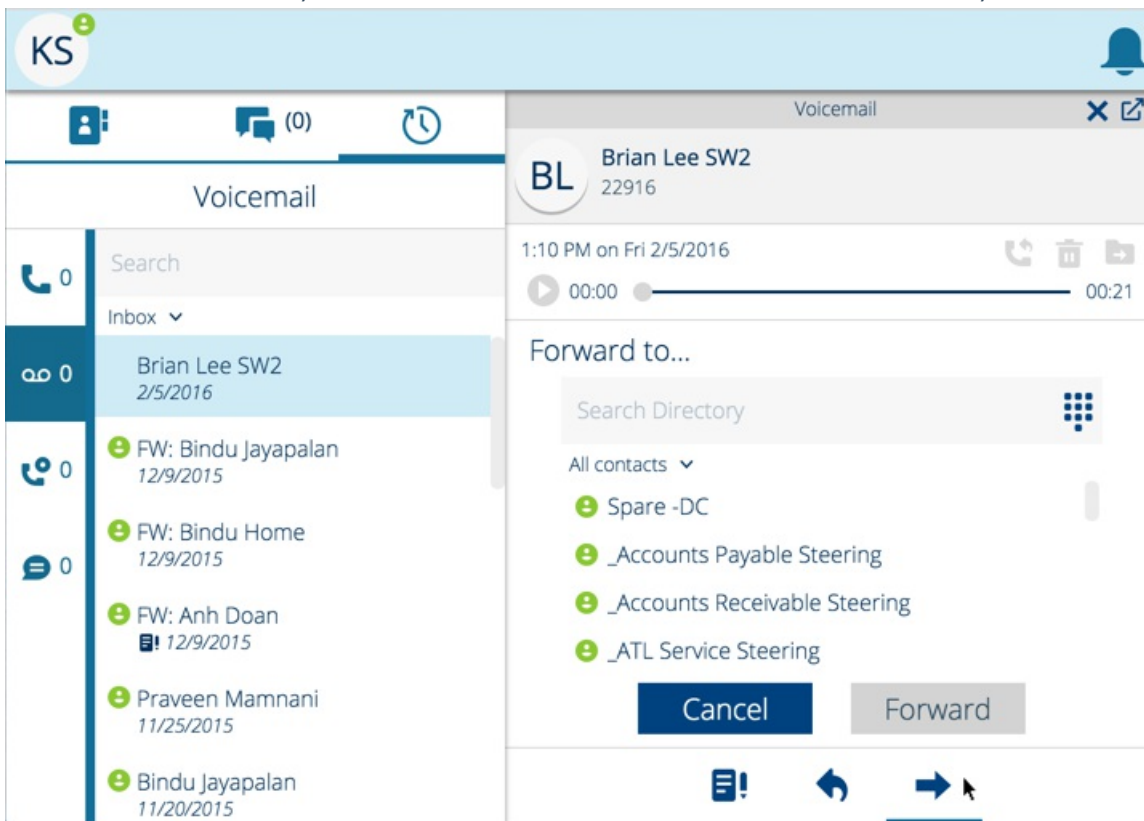
You access your voice messages on your ViewPoint Web [History](#) tab.



Click on an entry in your Voicemail list to listen to the voicemail, view details about call participants, and write up related [call notes](#).



You can choose to forward your voicemail on to another contact with the Forward tab in your voicemail window.



You can also choose to record a reply to your voicemail with the Reply tab in your voicemail window.

The screenshot displays the voicemail interface in a Microsoft Office 365 environment. The top header shows the user's initials 'KS' and a notification bell. Below the header, there are icons for contacts, messages (0), and a clock. The main area is titled 'Voicemail' and contains a search bar and an 'Inbox' dropdown menu. A list of voicemail messages is shown, with the selected message from 'Brian Lee SW2' dated '2/5/2016' highlighted. Other messages include 'FW: Bindu Jayapalan' (12/9/2015), 'FW: Bindu Home' (12/9/2015), 'FW: Anh Doan' (12/9/2015), 'Praveen Mamnani' (11/25/2015), and 'Bindu Jayapalan' (11/20/2015). The right pane shows the playback screen for the selected message, including the sender's name 'Brian Lee SW2' (22916), the time '1:10 PM on Fri 2/5/2016', and a progress bar. The message content is 'Reply to Brian Lee SW2'. Below the message, there is a 'Record a reply' section with a progress bar. At the bottom, there are 'Cancel' and 'Send' buttons, and a navigation bar with icons for a list, back, and forward.