

Forward 8x8 Voicemails

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Your 8x8 Virtual Office phone system allows you to forward or transfer any voicemail message you receive to another extension within your system with a few button pushes.

Transfer voicemails to another extension.

Access your voicemail inbox and follow the instructions below.

- Access your voicemail:
 - From your own extension: Dial **555** and enter your voicemail password.
 - From another extension in your system: Dial **500**, enter your extension number, then enter your voicemail password.
- Access the voicemail message you wish to forward:
 - Press **1** to listen to new messages.
 - Press **2** to review old messages.
 - Press **3** to review group messages. *Note: only if you are a member of a ring group.*
- If necessary, press **2** to skip forward through messages.
- Press **0** for message options.
- Press **2** to begin the process of forwarding the message.
- Enter the extension number you wish to forward the message to, then press **#**.
- At the tone, optionally leave an introductory message from yourself to be included with the forwarded message. To finish, press **#** or simply hang up.
- The recipient of the forwarded message will be notified that a new voicemail is waiting for them as normal.