

Checking Voicemails through Fusion

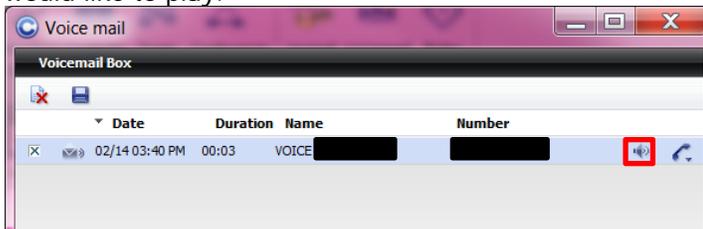
This process will give you step-by-step instructions on how to check your voicemails through Fusion. You will not be required to dial into the voicemail system or need a password, but you will still have the option to listen to your messages through your desk phone or the speakers attached to your computer.

Step 1: Check Messages through Fusion

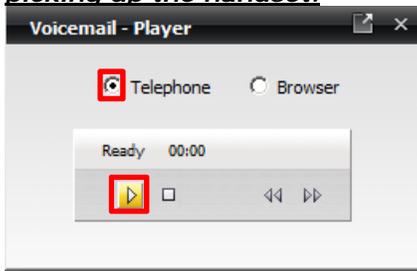
1. Go to your Fusion Toolbar in Outlook.
2. Click on the **Voicemail** Icon. (The icon will have a star on it if you have a new message.)



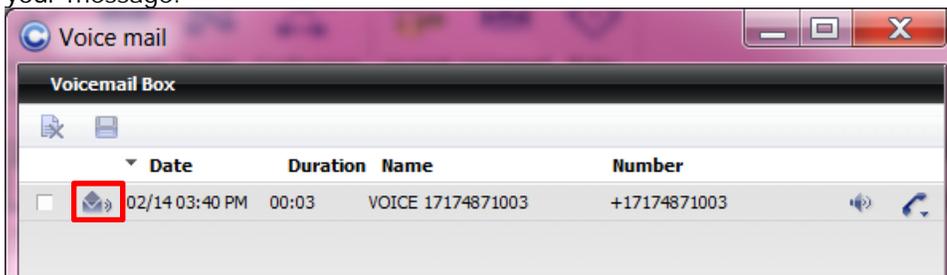
3. After the **Voicemail Box** screen appears, click on the speaker to the right of the message you would like to play.



4. After the **Voicemail- Player** box appears, select the **Telephone** radial button. When you are ready to listen to the message, press the play button. **Wait for your phone to ring before picking up the handset.**

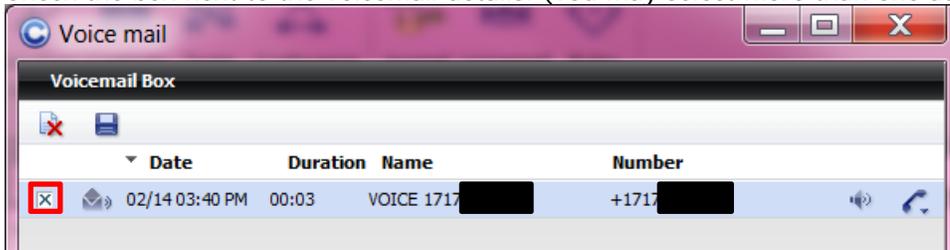


5. Once you listen to your message, simply hang up. The system will take you back to the list of your voicemails. The icon to the left of the voicemail details will indicate you have listened to your message.

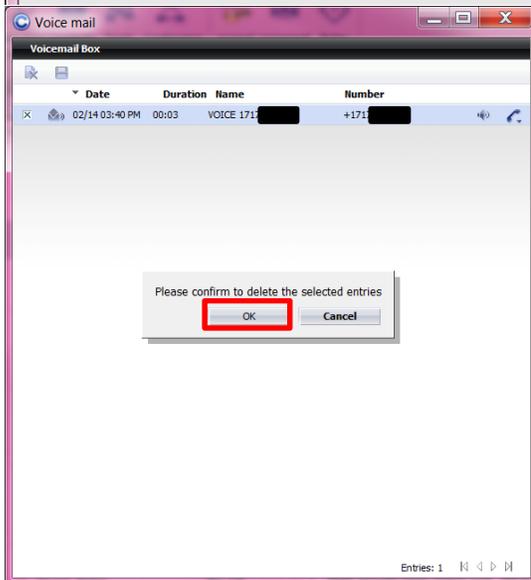
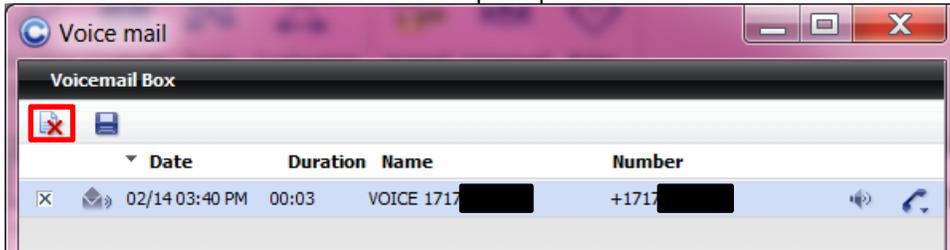


Step 2: Delete the Message

1. Check the box next to the voicemail details. (You may select more than one at a time.)



2. Press the **Delete** icon. Press **OK** when prompted to delete selected entries.



Helpful Hint: Once you delete the voicemail message(s) from the voicemail tool in Fusion, the .wav file copy of the voicemail that is in your inbox will also be deleted. In addition, the voicemail indicators on your desk phone will also clear.