

Managing Your Voicemail Box

Hello Members,

Here is some information for those of you who have set up voice mail on your mobile devices. If you thought swiping and hitting *Delete* was all you had to do to erase voicemail messages, it's not that simple.

Have you ever made a call to someone that was not available, so the next option is to leave a message? You get transferred to their voicemail box and hear a recorded voice tell you, "The voicemail box of the person you are trying to reach is full. Goodbye." If you don't want your callers to get this message make sure periodically, that you clear out your voicemail to make room for new messages.

Follow these steps:

- Browse your list of voicemail messages.
- Select a message you want to delete from the list,
- Swipe to the left on the screen, and a *Delete* button will appear.
- Hit the button, and that message is removed from the list and sent to the *Deleted Message* folder.
- Once you've selected all the voicemail messages, you want to delete it's time empty the folder. Until you empty the folder, the messages are still taking up space in your voice mailbox.
- Scroll down to the bottom of the voicemail screen.
- Click the *Deleted Messages* folder to open the folder.
- At the top right, click on the *Clear All*.
- A pop-up box at the bottom of the screen will appear.
- Click *Clear All* button.

This action will permanently delete the message and will free up space in your voicemail box.

We hope this tip helps you manage your voice mailbox so you can get the messages you want.

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