

How to Access and Manage Voicemail

1. Go to the RingCentral sign in page and login.
<https://service.ringcentral.com/>
2. Click **Messages > Inbox**.

The screenshot shows the RingCentral web interface. At the top, the 'Messages' tab is highlighted with a blue underline and a circled '2'. Below it, a dropdown menu is open, with 'Inbox' circled and labeled '2a'. The main content area features a search bar, a 'Status: All' filter, and a list of messages. The first message is from '(864) 686-6281 RingCentral' and has a play button and a duration of 0:25.

3. Voicemail Functions

- Play: Click the play button to listen to the voicemail. Use the slider to fast-forward or rewind.
- Call: Click the phone number in the From column to call the sender.
- Add contact: Click the sender's name in the From column to add them as a contact.
- View as text: View a voicemail transcript.
- More: Click the three-dot More icon for these options:
 - Download: Download the voicemail as an MP3 file.
 - Forward: Forward the voicemail by email. You can enter email addresses or select names from your contacts.
- Check the box to the left of one or more voicemails to access these options:
 - Mark Read: Mark the voicemail as read.
 - Mark Unread: Mark the voicemail as unread.
 - Delete: Delete the voicemail. In the popup window, click Yes to confirm.
 - Block: Block the number

The screenshot shows a message list with columns for 'Priority', 'From', 'Message', 'Received', and 'Actions'. A message is selected, and a context menu is open, showing 'Download' and 'Forward' options.