UNION COLLEGE | INFORMATION TECHNOLOGY SERVICES
FOUNDED 1795

Using the Cisco Jabber App to access your Voicemail

Using the Cisco Jabber app on your smartphone you are able to listen to, delete, forward and send voice messages. You must be set up to use the Cisco Jabber app, call Telecommunications at extension 6411 or 518-388-6411 or email telecom@union.edu to be set up.

1. Once you are logged into the Jabber app, tap the voicemail icon in the bottom right corner.
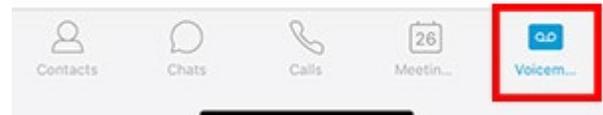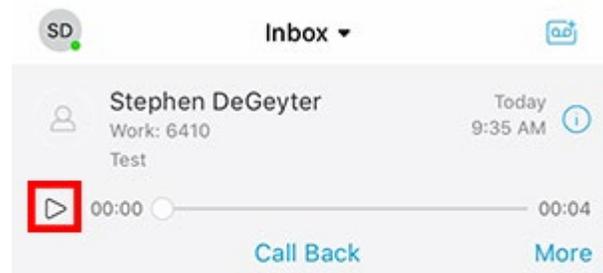
2. Your Inbox is displayed.
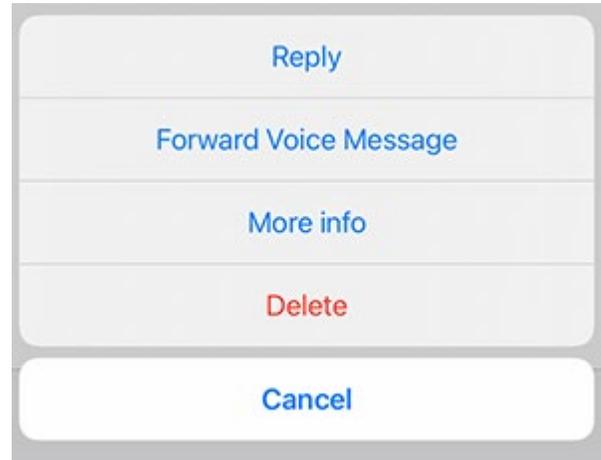
To listen to a message, tap the name.
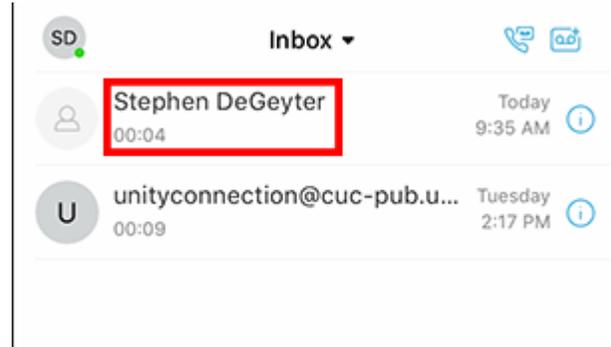
3. Tap the Play icon.

4. After listening to a message, you can **Reply**, **Forward**, get **More info** or **Delete** the message by tapping **More**.

Note: **Reply** and **Forward** works only with other Union College voicemail users.

Reply

Forward Voice Message

More info

Delete

Cancel

5. If you **Delete** a message, you must empty it from the Trash folder by tapping **Inbox** and then tapping **Trash**.

SD Inbox ▾

Inbox

Unread

Sent
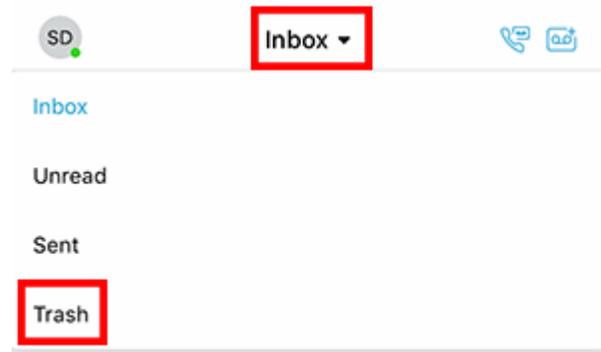
Trash

6. Tap the **Empty Trash** button at the bottom of the screen and tap **Clear All** to confirm.