

# MANAGE YOUR VOICEMAIL

## GET STARTED

1. Log into the OMNI Panel using your username and password.
2. Click the **Manage Enterprises** link under the Enterprises header.
3. Type your enterprise name into the search bar, then click the arrow to access your panel when it appears.

**NOTE:** Do not click an automatically populated enterprise name, as this will take you to the Edit Enterprise section of the OMNI Portal. When searching for your enterprise, click the **Search** key instead.

## To set up your **VOICEMAIL:**

1. Log into your unique User panel.
2. Click the **Manage Features** link on the right hand side of the screen button to manage Voicemail settings.
3. Click the **Configure** button to manage Voicemail settings.
4. Leave default settings, or select how many messages may be kept in a Mailbox, as well as the number of days that will pass before they are deleted.
5. Click update settings to save any changes.