

Zoom Phone Voicemail

This article provides a quick reference guide on setting up and accessing voicemails on Zoom Phone.

Desk Phones

- i** You can access your voicemail messages and record your voicemail greeting using your Zoom Phone desk phone. If you have access to the Zoom web portal for your extension, you can retrieve or change your voicemail PIN in the Zoom web portal. Otherwise, contact the Help Desk at helpdesk@fullerton.edu to request a voicemail PIN be reset.



 [Learn more about the Edge E100 and E220 desk phones.](#)

[Learn more about the Edge E500 desk phone.](#)

[Learn more about the VVX 150 desk phone.](#)

Access your voicemail

1. Enter *86 and then press the **Dial** soft key to access your voicemail.
2. Enter your PIN number followed by #.
3. You are now at the voicemail main menu.

How do I know if I have new voicemail messages?

There are several ways you will know you have a new voicemail message:

- You will see the indicator light flashing red on your desk phone.
- There will be a message icon on your phone display.
- When you pick up your phone, the dial tone will play a little faster for a few seconds.
- You will receive a notification in your email with the message attached.

Listen to your voicemail messages

1. Dial *86 to access your voicemail.
2. Enter your PIN number followed by #.
3. Press 1 to listen to your messages.
4. The system will tell you how many new and old voicemails you have. It will automatically start playing your newest voicemail first.
5. While listening to a voicemail, you can:
 1. Press 2 to save the message.
 2. Press 3 to delete the message.
 3. Press 4 to repeat the message.
 4. Press 5 to skip to the next message.
6. When you reach the end of your messages, the system will disconnect you.

Record a voicemail greeting



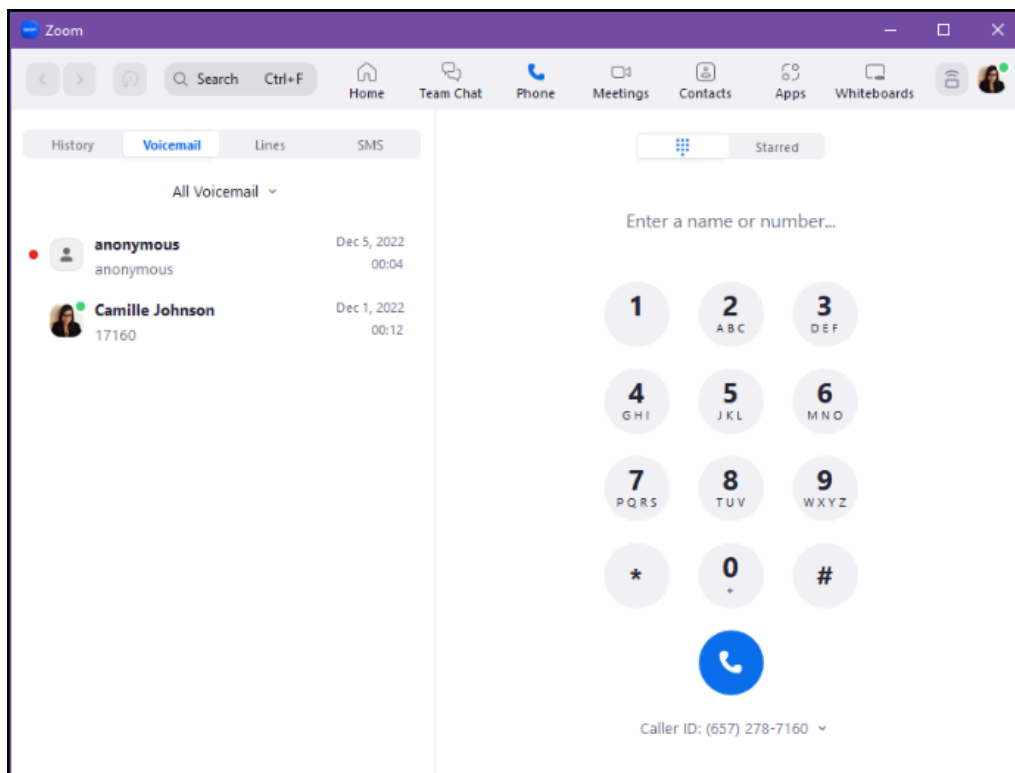
Note that these instructions do not work for common area phones; they only work for personal extensions assigned to a person. For common area phones, please email Telecom at telecom@fullerton.edu to add/update voicemail greetings.

1. Dial *86 to access your voicemail.
2. Enter your PIN number followed by #.
3. Press 2 to record a new voicemail greeting.
4. When prompted start recording the message. Press * to re-record or press any other key to stop recording.
5. The system will play back your recording. Press 1 to save this new voicemail greeting or press 2 to re-record.
6. When you save the new voicemail greeting, you will be taken back to the voicemail main menu.

Zoom Desktop Client



You can access your voicemail messages in the Zoom desktop app, but you will need to log in to the Zoom web portal to record or change your voicemail greeting.



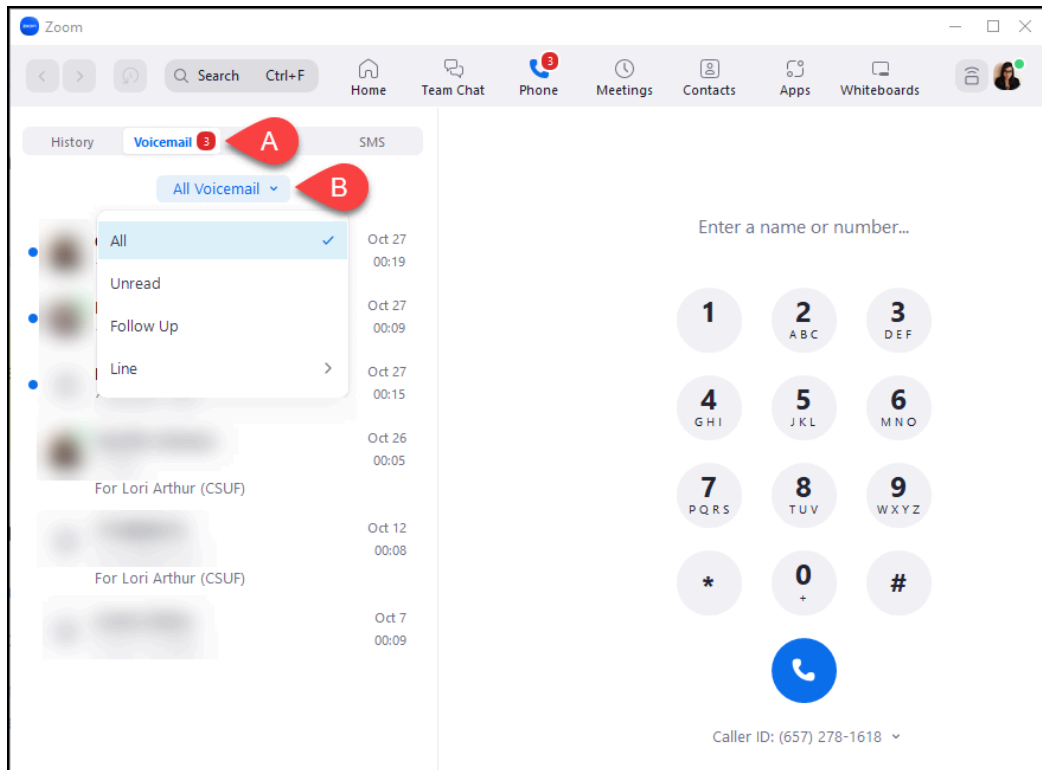
Access and listen to voicemails

i You will also receive an email containing the audio file and transcription of your voicemail.

1. Open your Phone in the Zoom desktop client. Then, click on the Voicemail on the left side of the screen. Use the drop-down menu to select if you want to view All, only Unread, or marked to Follow Up voicemails. You can also select which Line you want to check the voicemail for if you have multiple phone lines.

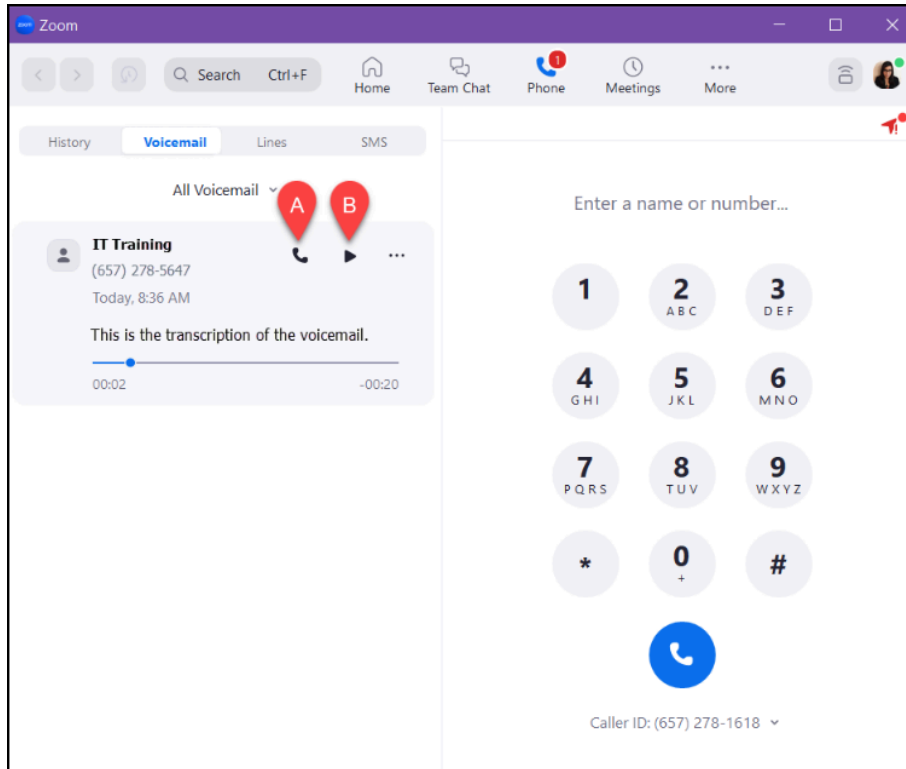
💡 If you see a red digit on the tab, it indicates how many unread voicemails you have.

! Selecting All, Unread, or Follow Up will show voicemails for all of your phone lines.



- A. Click the **Voicemail** button.
- B. Use the **drop-down menu** to select whether you want to view **All** voicemails, **Unread** voicemails, **Follow-up** voicemails, or only the voicemails for a particular **Line**.

2. Hover your cursor over the voicemail to reveal the voicemail buttons. Click the Phone icon to call the person back. Click the Play icon to play the voicemail and reveal the transcription.



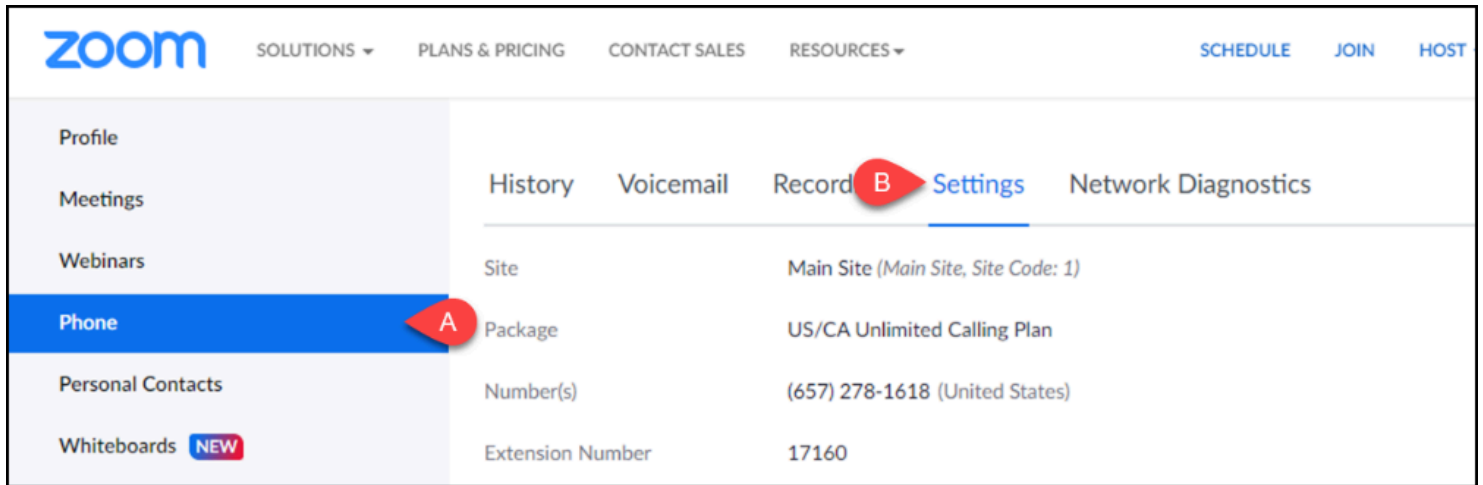
- A. Use the **Phone** icon to call the person back.
- B. Use the **Play** icon to listen to the voicemail and view the transcription.

Record a voicemail greeting

1. Log on to the Zoom web portal.

[View detailed instructions on accessing the CSUF Zoom web portal.](#)

2. Select Phone from the navigation panel on the left. Then, click Settings.



Navigation Panel	Settings Panel
Profile	History Voicemail Record Settings Network Diagnostics
Meetings	
Webinars	
Phone	<p>Site: Main Site (Main Site, Site Code: 1)</p> <p>Package: US/CA Unlimited Calling Plan</p> <p>Number(s): (657) 278-1618 (United States)</p> <p>Extension Number: 17160</p>
Personal Contacts	
Whiteboards NEW	

- From the navigation panel, click **Phone**.
- Click the **Settings** heading.

3. Scroll to find **Greeting & Leave voicemail instruction** under the **Call Handling** section. If you want to change your voicemail greeting from the default, click **Edit**. Then, select **Choose from Asset Library** or **Add Audio**.

Call Handling

Business Hours: 24 Hours a Day, 7 Days a Week [Edit](#)

Call Handling [Edit](#)

1. Poly E500 Training : Poly edge-e500

Call Handling Ring Mode

Sequential

Ringing Duration for Each Device

30 seconds

When I'm busy on another call

Forward to voicemail / videomail

When a call is not answered

Forward to voicemail / videomail

☐ Allow callers to reach an operator

Greeting & Leave voicemail instruction

Default [Edit](#)

Choose from Asset Library

Add Audio

Videomail greeting can be recorded at Zoom client.

- A. Click **Edit** to change your voicemail greeting.
- B. If you have previously uploaded or created an audio file that you want to use as a voicemail greeting, select **Choose audio from Asset Library**.
- C. If you would like to upload a new audio file, select **Add Audio**.

3.1. To choose from your Asset Library, select the file you want to set as your default voicemail greeting. Then, click Save.

Select an audio

Language (All)
Voicemail Greeting

Name	Language	Category	Uploader	Upload Time	
<input checked="" type="radio"/> Camille unavailable	American English	Voicemail Greeting	Camille Johnson	Oct 25, 2022, 11:41 PM	...
<input type="radio"/> Winter Holiday Break	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 10:02 PM	...
<input type="radio"/> Thanksgiving closure message	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 10:00 PM	...
<input type="radio"/> Office Closed	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 9:19 PM	...

Page Size 15
Total 4

- A. Select which **file** you want to use as your greeting.
- B. Click **Save**.

3.2. To record a new voicemail greeting, click Record by Computer. Then, type in the Asset Name. Select Voicemail Greeting from the Category menu. Select a language from the Language menu. Then, click the Record button to begin recording your message. When you're finished, click Add.

The screenshot shows the 'Add Audio' form with the following elements and annotations:

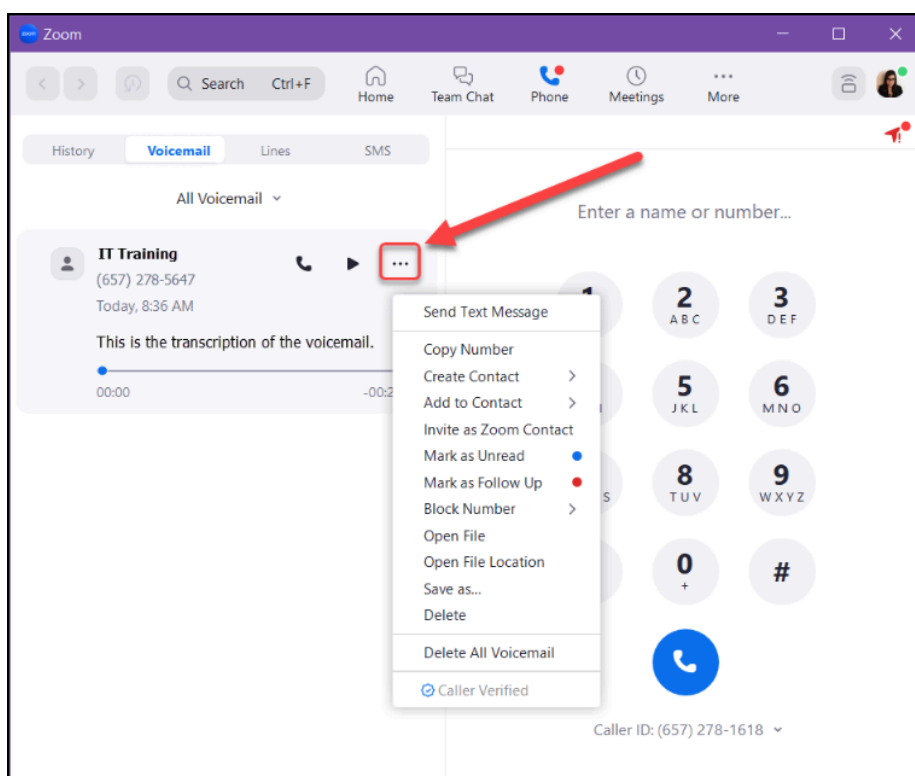
- Navigation:** 'Text to Speech', 'Upload', and 'Record by Computer' (annotated with **A**).
- Asset Name:** A text input field containing 'Camille unavailable' (annotated with **B**).
- Category:** A dropdown menu showing 'Voicemail Greeting' (annotated with **C**).
- Language:** A dropdown menu showing 'American English' (annotated with **D**).
- Record Audio:** A section with the instruction 'Click the record button to start recording'. It contains a red circular record button (annotated with **E**) and a timer showing '00:00 / 04:00'. Below the timer is a 'Record Again' link.
- Visibility:** Two radio buttons: 'Personal Audios' (selected) and 'Asset Library (Public)'.
- Disclaimer:** A text block stating: 'By uploading, using, or displaying copyrighted music, audiovisual content, sound recordings, photographs, artwork, and other forms of media on the Zoom platform you warrant to Zoom that you have permission and/or a license to use such content. Doing so without permission or license from the owner violates Copyright Law and may result in the removal of such content by Zoom and subject you to Zoom's repeat infringer policy.'
- Buttons:** 'Add' (annotated with **F**) and 'Cancel' buttons at the bottom right.

- A. Click **Upload**.
- B. Enter a title in the **Asset Name**.
- C. Select Voicemail Greeting from the **Category** drop-down menu.
- D. Select a language from the **Language** drop-down menu.
- E. Click the **Record** button to record your message.
- F. Click **Add** to add the recording to your Asset Library and set it as your voicemail greeting.

Additional voicemail functions

1. Click the three dots next to a voicemail message to view other functions. Select the one you want.

! If you are a voicemail delegate for someone else, you will only be able to delete your own voicemails and not those of your delegate. [View Call and Voicemail delegation instructions.](#)



Options in this menu:

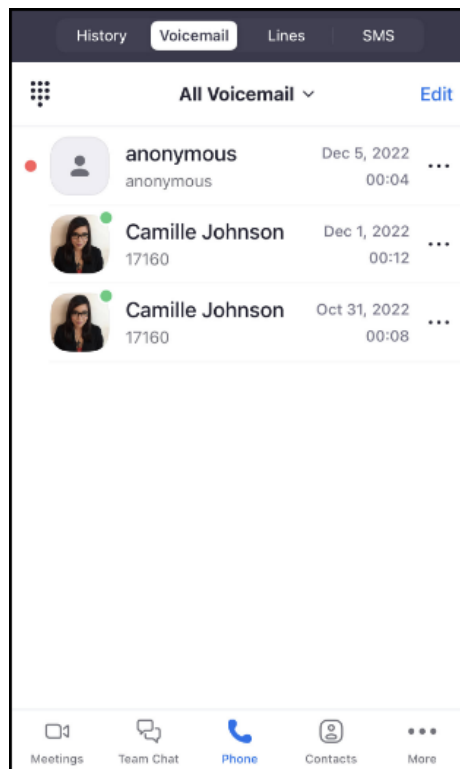
- Send Text Message
- Copy Number
- Create Contact
- Add to Contact
- Invite as Zoom Contact
- Mark as Unread

- Mark as Follow Up
- Block Number
- Open File
- Open File Location
- Save as
- Delete (will delete selected voicemail)
- Delete All Voicemail (will delete all messages in voicemail box!)

[View Zoom's guide on Managing Voicemail Messages for function definitions.](#)

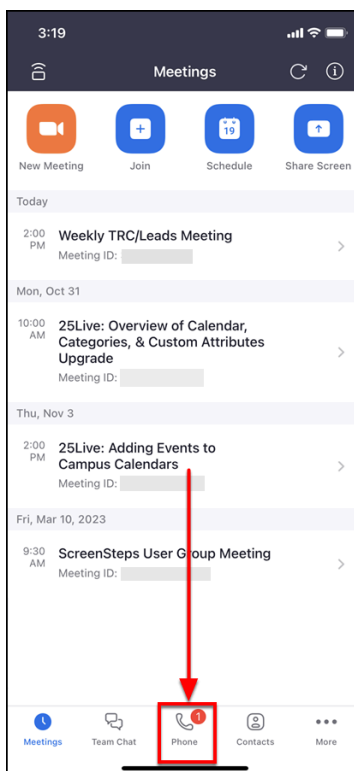
Zoom Mobile App

i You can access your voicemail messages in the Zoom mobile app, but you will need to log in to the Zoom web portal to record or change your voicemail greeting.

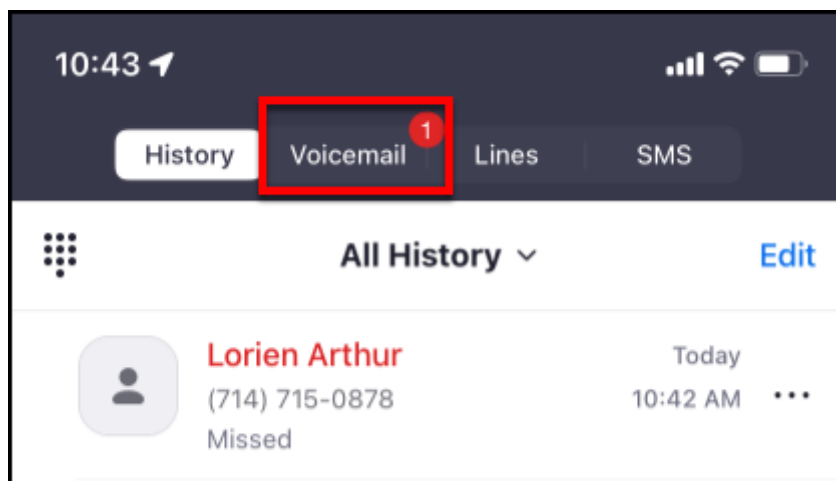


Accessing your voicemail

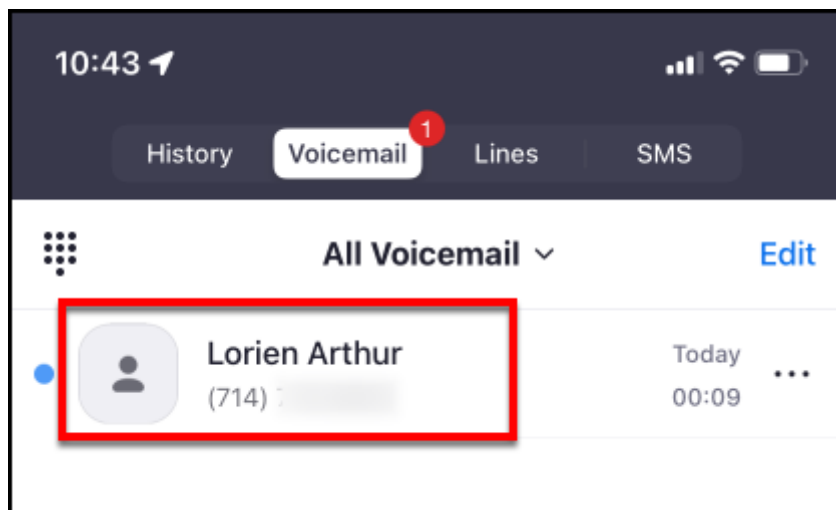
1. When you have a voicemail (or missed call), a badge count will appear next to the Phone menu. Tap Phone.



2. Tap Voicemail.

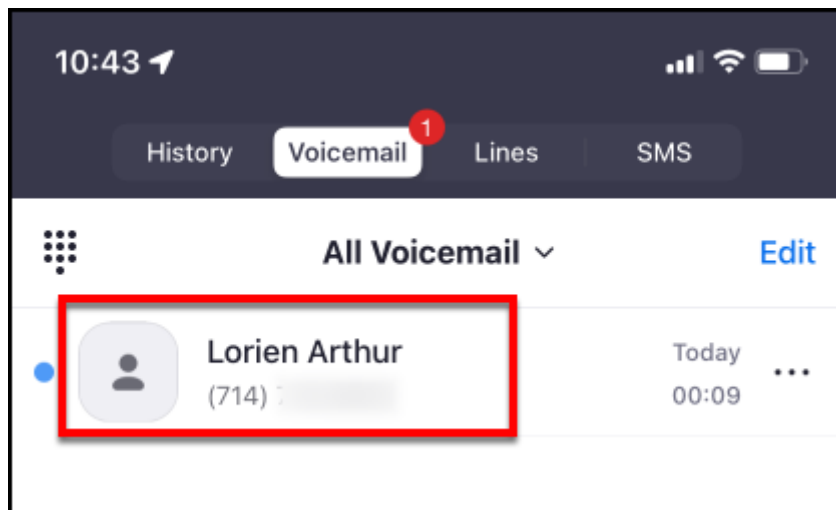


3. Tap on a voicemail to listen to it.

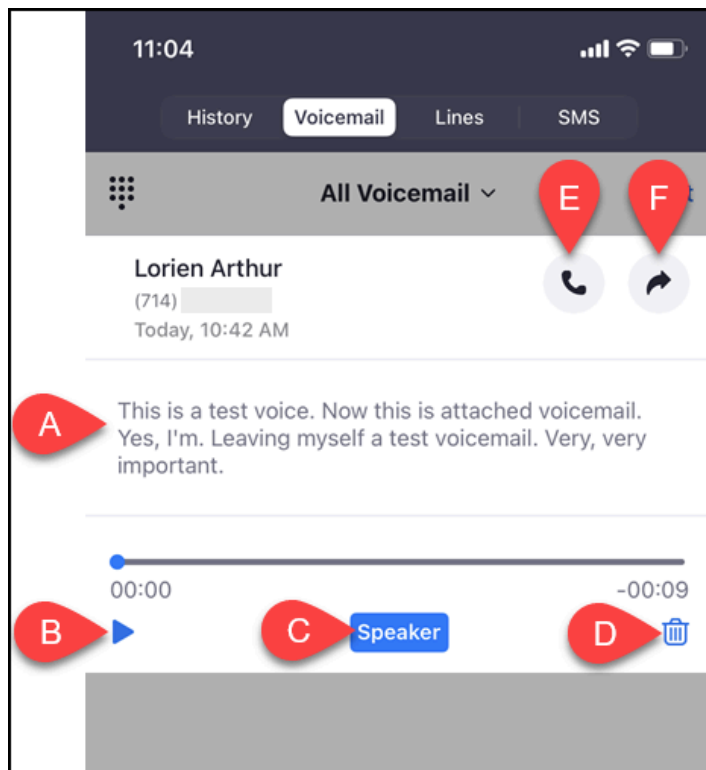


Listening to Voicemails

1. Tap on a voicemail to listen to it, forward it, or delete it.



2. When viewing a voicemail, you will see a transcription of the message. Tap the play button to listen to the message. Tap Speaker to use your device's speakerphone feature to listen to the message. Tap the trash icon to delete the message. You can also call back the number that left the message or forward the message.



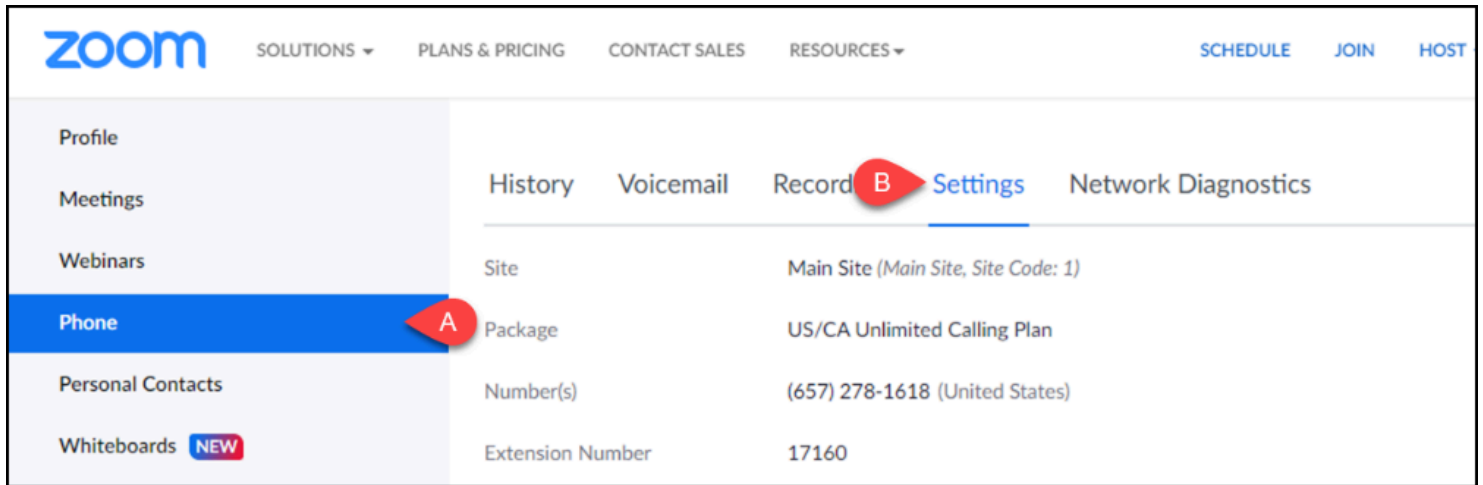
- A. A transcription of the voicemail message will be generated within a few seconds.
- B. Tap the play button to play the message.
- C. Tap **Speaker** to use your phone's speakerphone to listen to the message.
- D. Tap the trash icon to delete the message.
- E. Tap the phone icon to call the number that left the message.
- F. Tap the forward arrow icon to use your phone's interface to forward the voicemail message to someone else (e.g., forward via text message or email).

Record a voicemail greeting

1. Log on to the Zoom web portal.

[View detailed instructions on accessing the CSUF Zoom web portal.](#)

2. Select Phone from the navigation panel on the left. Then, click Settings.



The screenshot shows the Zoom Phone Voicemail settings page. The left navigation panel has 'Phone' selected, indicated by a red arrow 'A'. The main content area shows the 'Settings' heading, indicated by a red arrow 'B'. Below the heading, there are four rows of settings:

Setting	Value
Site	Main Site (Main Site, Site Code: 1)
Package	US/CA Unlimited Calling Plan
Number(s)	(657) 278-1618 (United States)
Extension Number	17160

- From the navigation panel, click **Phone**.
- Click the **Settings** heading.

3. Scroll to find **Greeting & Leave voicemail instruction** under the **Call Handling** section. If you want to change your voicemail greeting from the default, click **Edit**. Then, select **Choose from Asset Library** or **Add Audio**.

Call Handling

Business Hours 24 Hours a Day, 7 Days a Week [Edit](#)

Call Handling [Edit](#)

1. Poly E500 Training : Poly edge-e500

Call Handling Ring Mode

Sequential

Ringing Duration for Each Device

30 seconds

When I'm busy on another call

Forward to voicemail / videomail

When a call is not answered

Forward to voicemail / videomail

☐ Allow callers to reach an operator

Greeting & Leave voicemail instruction

[Default](#)
[Edit](#) A

[Choose from Asset Library](#) B
[Add Audio](#) C

Videomail greeting can be recorded at Zoom client.

- A. Click **Edit** to change your voicemail greeting.
- B. If you have previously uploaded or created an audio file that you want to use as a voicemail greeting, select **Choose audio from Asset Library**.
- C. If you would like to upload a new audio file, select **Add Audio**.

3.1. To choose from your Asset Library, select the file you want to set as your default voicemail greeting. Then, click Save.

Select an audio

Language (All)
Voicemail Greeting

Name	Language	Category	Uploader	Upload Time	
<input checked="" type="radio"/> Camille unavailable	American English	Voicemail Greeting	Camille Johnson	Oct 25, 2022, 11:41 PM	...
<input type="radio"/> Winter Holiday Break	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 10:02 PM	...
<input type="radio"/> Thanksgiving closure message	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 10:00 PM	...
<input type="radio"/> Office Closed	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 9:19 PM	...

Page Size 15
Total 4

- A. Select which **file** you want to use as your greeting.
- B. Click **Save**.

3.2. To record a new voicemail greeting, click Record by Computer. Then, type in the Asset Name. Select Voicemail Greeting from the Category menu. Select a language from the Language menu. Then, click the Record button to begin recording your message. When you're finished, click Add.

The screenshot shows the 'Add Audio' form with the following elements and callouts:

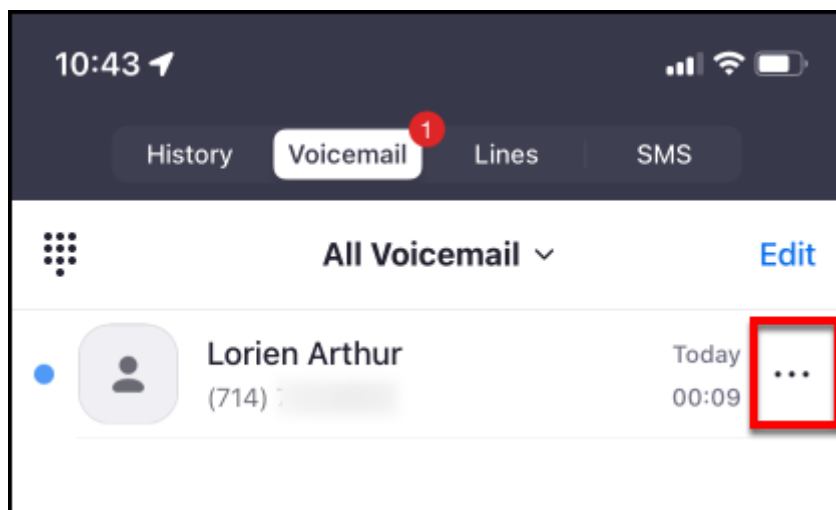
- A:** Points to the 'Record by Computer' tab in the top navigation bar.
- B:** Points to the 'Asset Name' input field, which contains the text 'Camille unavailable'.
- C:** Points to the 'Category' dropdown menu, which is set to 'Voicemail Greeting'.
- D:** Points to the 'Language' dropdown menu, which is set to 'American English'.
- E:** Points to the 'Record Audio' section, specifically the red circular record button.
- F:** Points to the 'Add' button at the bottom right of the form.

Other visible elements include the 'Upload' tab, a 'Record Again' link, and a 'Visibility' section with radio buttons for 'Personal Audios' (selected) and 'Asset Library (Public)'.

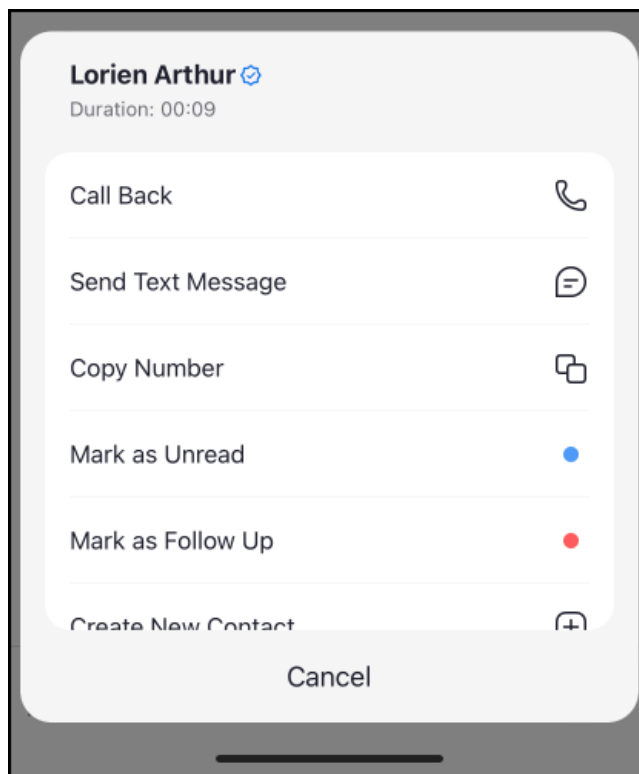
- A. Click **Upload**.
- B. Enter a title in the **Asset Name**.
- C. Select Voicemail Greeting from the **Category** drop-down menu.
- D. Select a language from the **Language** drop-down menu.
- E. Click the **Record** button to record your message.
- F. Click **Add** to add the recording to your Asset Library and set it as your voicemail greeting.

Additional voicemail options

1. To view more voicemail options, tap on the three dots next to a voicemail message.



2. Choose the option you want or tap **Cancel** to go back to the list of voicemail messages.

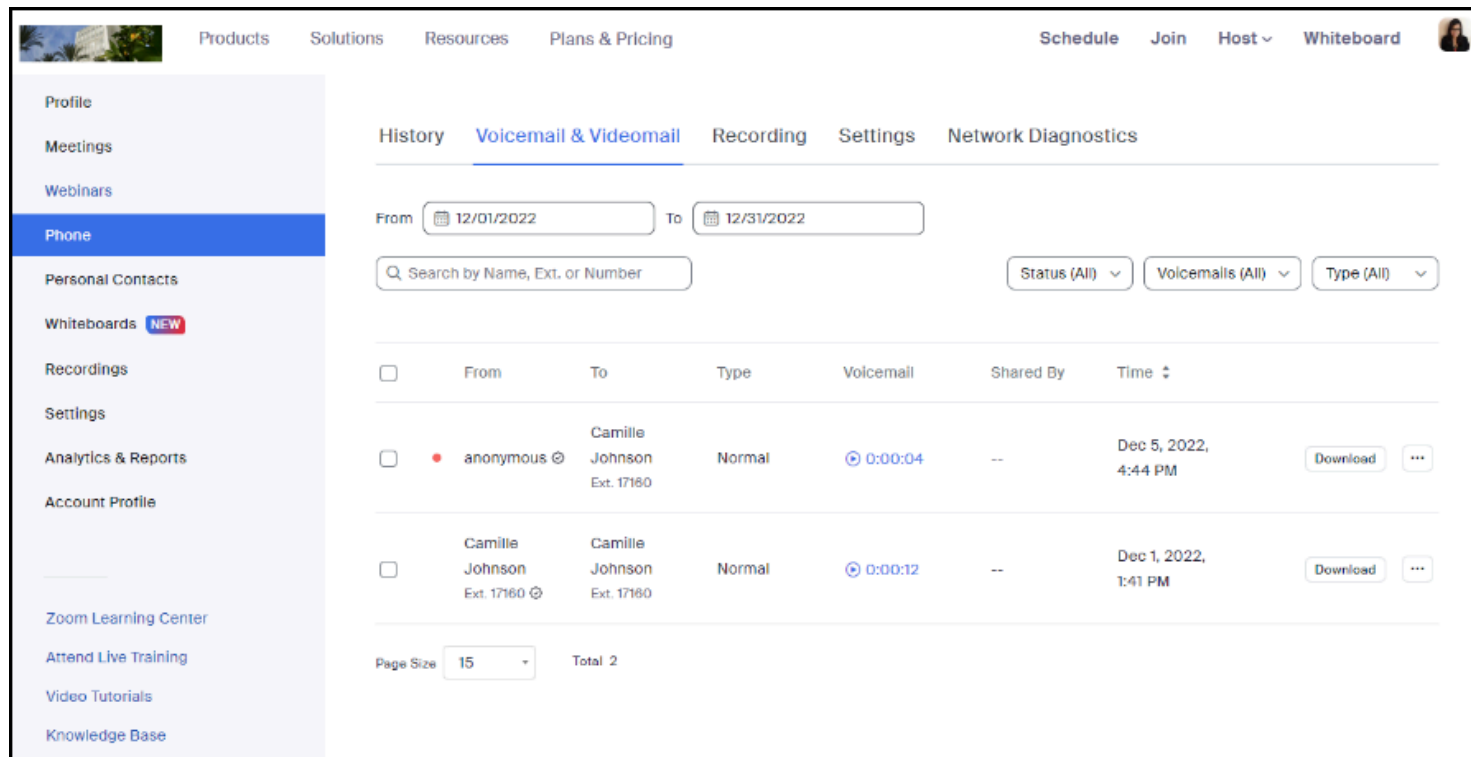


Options in this menu:

- Call Back
- Send Text Message
- Copy Number
- Mark as Unread
- Mark as Follow Up
- Create New Contact
- Add to Existing Contact
- Invite as Zoom Contact
- Block Number
- Delete Item (deletes voicemail!)


Zoom Web Portal

 You can access your voicemail messages and record your voicemail greeting using your Zoom web portal.



The screenshot shows the Zoom Web Portal interface. On the left is a navigation menu with options: Profile, Meetings, Webinars, Phone (highlighted), Personal Contacts, Whiteboards (NEW), Recordings, Settings, Analytics & Reports, and Account Profile. Below these are links to the Zoom Learning Center, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has tabs for History, Voicemail & Videomail (selected), Recording, Settings, and Network Diagnostics. Under the Voicemail & Videomail tab, there are filters for From (12/01/2022) and To (12/31/2022), a search bar, and dropdowns for Status (All), Voicemails (All), and Type (All). A table displays voicemail history with columns: From, To, Type, Voicemail, Shared By, and Time. Two entries are shown: one from an anonymous user to Camille Johnson on Dec 5, 2022, and another from Camille Johnson to Camille Johnson on Dec 1, 2022. Each entry has a download button and a more options menu. At the bottom, the page size is set to 15 and the total number of items is 2.

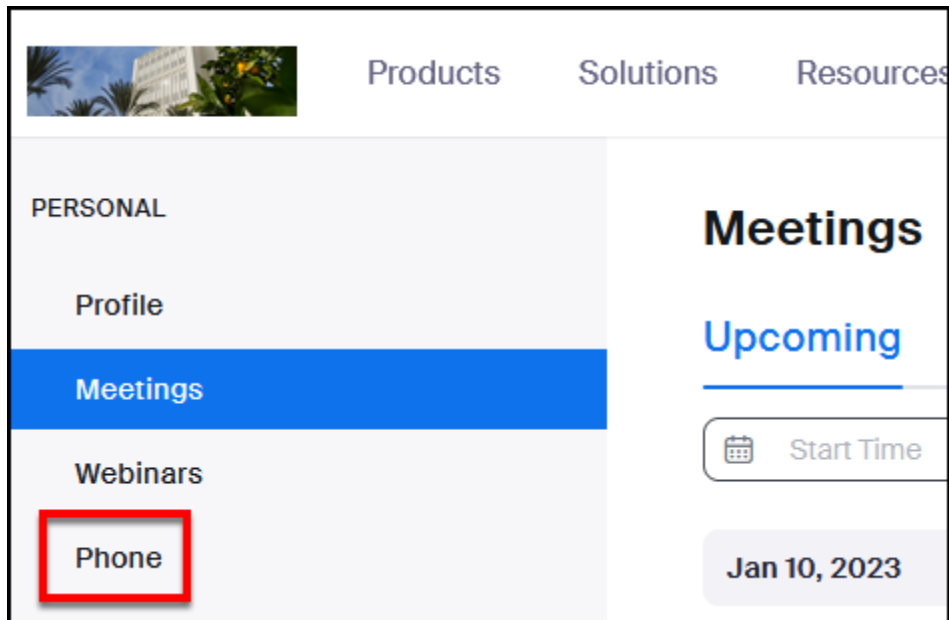
Accessing the Phone menu in the Zoom web portal for the first time (set your area code and voicemail PIN)

 The first time you access the Phone menu in your Zoom web portal, you'll be prompted to set your area code and voicemail PIN before you can access additional Zoom Phone settings.

1. Log in to the CSUF Zoom web portal.

[View detailed instructions on accessing the CSUF Zoom web portal.](#)

2. Click on the Phone menu.



3. Enter 657 as the area code. Make a note of your voicemail PIN or edit the number to choose your own PIN. Then click Setup.

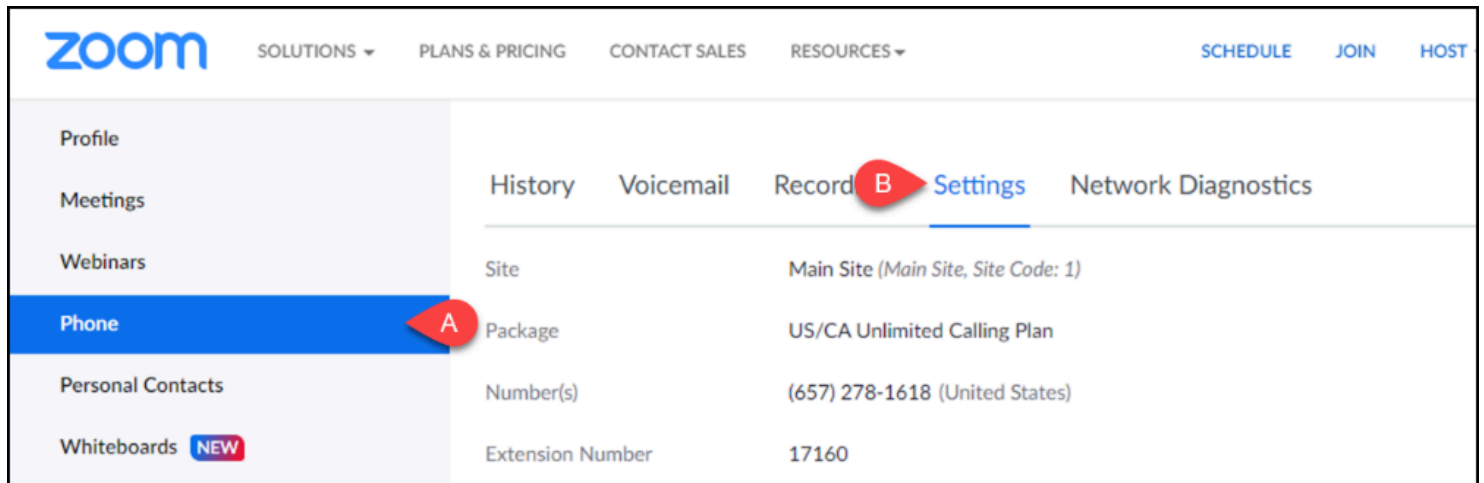
- A. Enter **657** as the area code.
- B. Make a note of the voicemail PIN or edit the number to choose your own PIN.
- C. Then click **Setup**.

4. You're done! You can now access History, Voicemail, Recording (if applicable), and Settings for your Zoom Phone.

PERSONAL		History	Voice	Recording	Settings
Profile					
Meetings					
Webinars					
Phone					
Personal Contacts					
		Site	Main Campus (Main Site, Site Code: 1)		
		Package	US/CA Unlimited Calling Plan		
		Number(s)	(657) 278-5792 (United States)		
		Extension Number	15792		

Choose or Add default voicemail greeting

1. Select Phone from the navigation panel on the left. Then, click Settings.



- A. From the navigation panel, click **Phone**.
- B. Click the **Settings** heading.

2. Scroll to find **Greeting & Leave voicemail instruction** under the **Call Handling** section. If you want to change your voicemail greeting from the default, click **Edit**. Then, select **Choose from Asset Library** or **Add Audio**.

Call Handling

Business Hours: 24 Hours a Day, 7 Days a Week [Edit](#)

Call Handling [Edit](#)

1. Poly E500 Training : Poly edge-e500

Call Handling Ring Mode

Sequential

Ringing Duration for Each Device

30 seconds

When I'm busy on another call

Forward to voicemail / videomail

When a call is not answered

Forward to voicemail / videomail

☐ Allow callers to reach an operator

Greeting & Leave voicemail instruction

Default [Edit](#) [Choose from Asset Library](#) [Add Audio](#)

Videomail greeting can be recorded at Zoom client.

- A. Click **Edit** to change your voicemail greeting.
- B. If you have previously uploaded or created an audio file that you want to use as a voicemail greeting, select **Choose audio from Asset Library**.
- C. If you would like to upload a new audio file, select **Add Audio**.

2.1. To choose from your Asset Library, select the file you want to set as your default voicemail greeting. Then, click Save.

Select an audio

Language (All)
Voicemail Greeting

Name	Language	Category	Uploader	Upload Time	
<input checked="" type="radio"/> Camille unavailable	American English	Voicemail Greeting	Camille Johnson	Oct 25, 2022, 11:41 PM	...
<input type="radio"/> Winter Holiday Break	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 10:02 PM	...
<input type="radio"/> Thanksgiving closure message	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 10:00 PM	...
<input type="radio"/> Office Closed	American English	Voicemail Greeting	Camille Johnson	Oct 20, 2022, 9:19 PM	...

Page Size 15
Total 4

- A. Select which **file** you want to use as your greeting.
- B. Click **Save**.

2.2. To record a new voicemail greeting, click Record by Computer. Then, type in the Asset Name. Select Voicemail Greeting from the Category menu. Select a language from the Language menu. Then, click the Record button to begin recording your message. When you're finished, click Add.

The screenshot shows the 'Add Audio' form with the following elements and callouts:

- A:** Points to the 'Record by Computer' tab.
- B:** Points to the 'Asset Name' input field containing 'Camille unavailable'.
- C:** Points to the 'Category' dropdown menu showing 'Voicemail Greeting'.
- D:** Points to the 'Language' dropdown menu showing 'American English'.
- E:** Points to the 'Record Audio' section, specifically the record button.
- F:** Points to the 'Add' button at the bottom right.

Other visible elements include the 'Text to Speech' and 'Upload' tabs, a 'Record Again' link, and a 'Visibility' section with 'Personal Audios' selected.

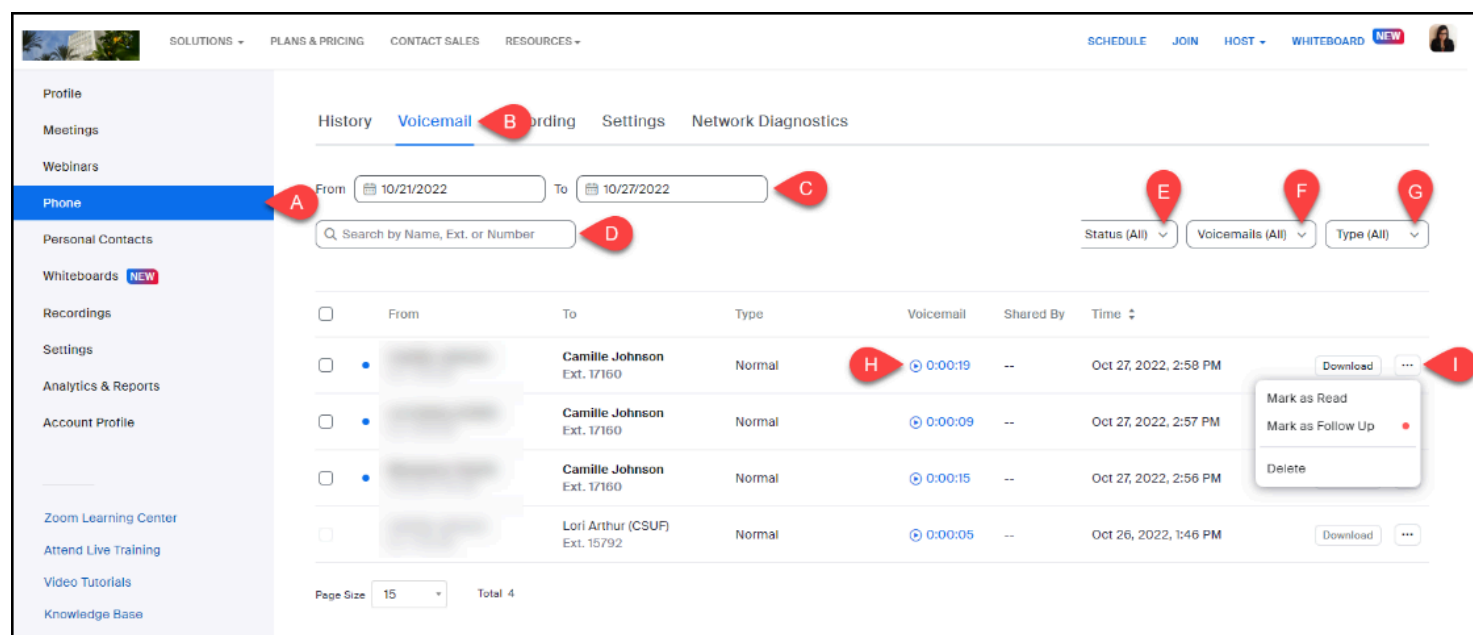
- A. Click **Upload**.
- B. Enter a title in the **Asset Name**.
- C. Select Voicemail Greeting from the **Category** drop-down menu.
- D. Select a language from the **Language** drop-down menu.
- E. Click the **Record** button to record your message.
- F. Click **Add** to add the recording to your Asset Library and set it as your voicemail greeting.

Access and listen to voicemails on the Zoom web portal



This will show voicemails across all your phone lines.

1. Select Phone from the navigation panel on the left. Then, click Voicemail to view your voicemails.



- A. From the navigation panel, click **Phone**.
- B. Click the **Voicemail** heading.
- C. Use the **date fields** to select the timeframe that you want to view voicemails for.
- D. Enter a name, number, or extension in the **search field** if you wish to search for voicemails from a specific person/number.
- E. Use the **Status drop-down menu** to select if you want to view All, Unread, Read, or Follow Up voicemails.
- F. If you have multiple lines, use the **Voicemails drop-down menu** to select which line/s you want to view voicemails for.
- G. Use the **Type drop-down menu** to narrow down results by Normal, Spam, or Maybe Spam voicemails.
- H. Click the **play icon or timestamp** to listen to the voicemail.
- I. Click the **ellipses** button to open the menu to Mark as Read, Mark as Follow Up, or Delete the voicemail.

Shared Lines

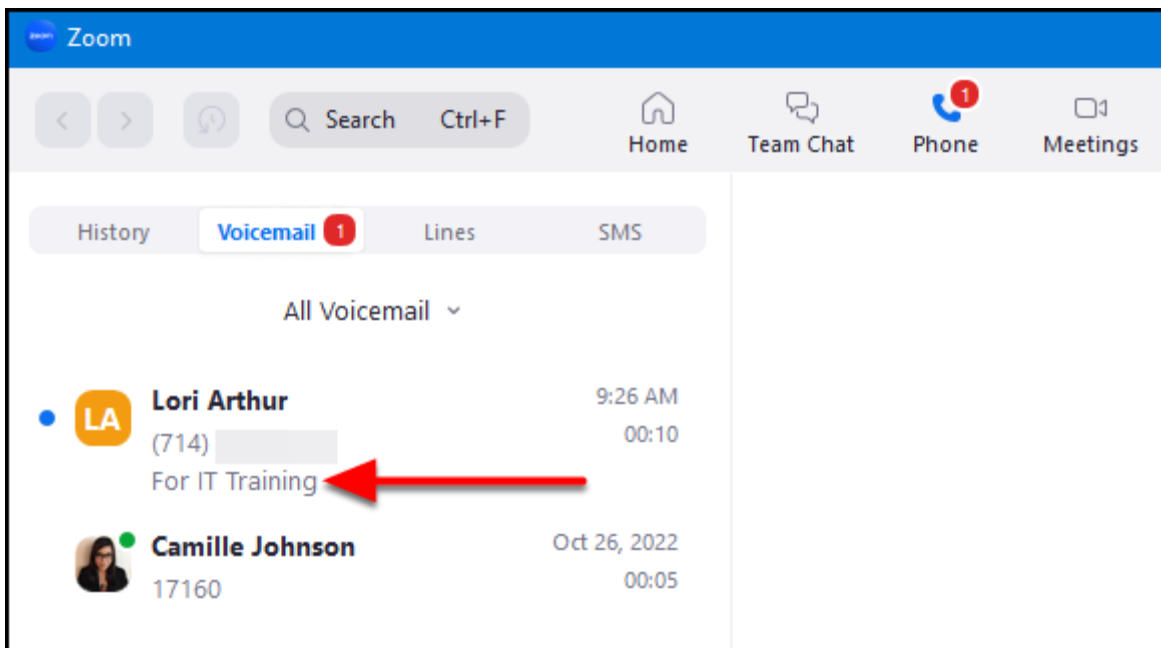
Voicemail messages for a shared line will be sent to the voicemail box of each person who has access to the shared line. If a desk phone also has access to the shared line, the voicemail messages will also be accessible from that desk phone.

! Keep in mind that there is no centralized voicemail "box" for shared lines. Each individual will receive a copy of the voicemail messages left for a shared line and there will be no way to know if anyone else has listened to the message.

You may want to determine a process for coordinating with the other people who have access to the shared line to avoid confusion over whether a voicemail message has been handled. Zoom has a built-in Team Chat which may be useful for this purpose.

Access Shared Line Voicemails from Zoom Desktop or Mobile App

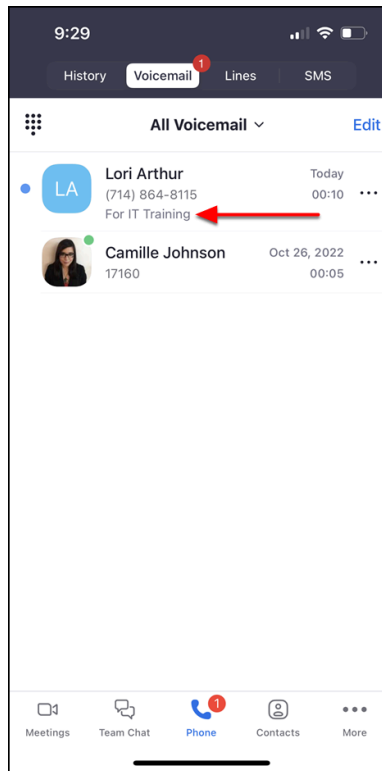
Zoom Desktop App



You will see voicemail messages for the shared line interspersed with voicemails for your personal extension. The messages will be labeled as being for the shared line. In the above example, the shared line is IT Training, so voicemails are labeled as "For IT Training."

[View more about voicemails in the desktop app.](#)

Zoom Mobile App



You will see voicemail messages for the shared line interspersed with voicemails for your personal extension. The messages will be labeled as being for the shared line. In the above example, the shared line is IT Training, so voicemails are labeled as "For IT Training."

[View more about voicemails in the mobile app.](#)

Access Shared Line Voicemails from a Desk Phone

- Press the **Home** button.
- Select **Messages**.
- Select **Message Center**.
- Select the line associated with the shared line and then press **Connect**.
- Enter the PIN. **NOTE:** this may be different than the PIN you use for your personal campus extension.
- You can now listen to the voicemails for the shared line.

[View more about voicemails in on desk phones.](#)

Need More Help?

[View additional Zoom Phone guides.](#)

[View the Troubleshooting & Resources guide.](#)

[View Zoom's support guide for Zoom Phone features.](#)

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.