**Enable Voicemail for a User**

**Requirements:**

Access to the Office Manager portal.

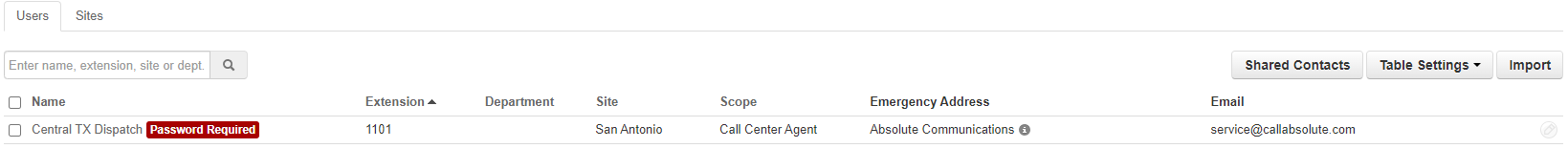
1. Access the Manager portal

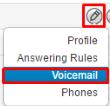
2. Using the top bar click on **Users**.

A close-up of a phone

Description automatically generated

3. Click on the Edit icon next to the User you wish to modify, then select Voicemail





4. Select the checkbox Enable Voicemail.



5. Click Save

