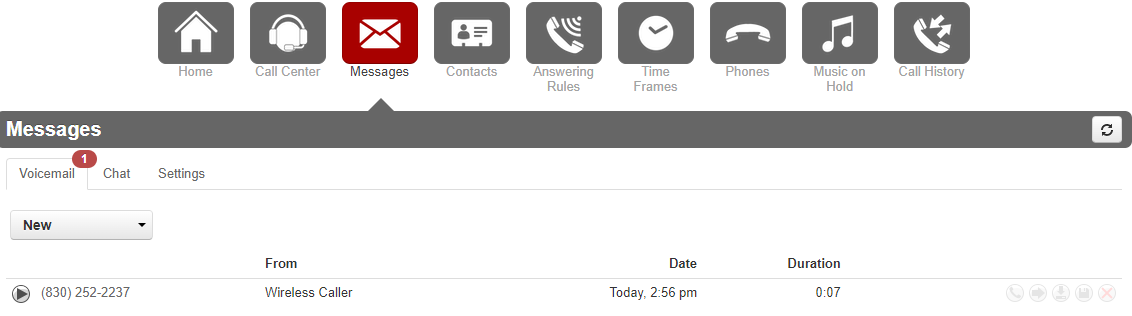
**Delete Voicemail Messages**

**For Basic Users**

1. Log in to the portal.

2. Click on the Messages button on the top.

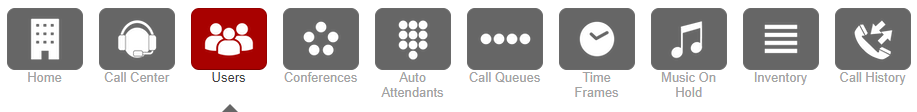
3. Navigate to the message you want to be deleted and on the right-hand side click the Red X to delete the message



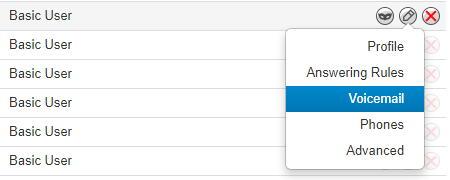
**For Office Manager Users and Above**

1. Log in to the manager portal.

2. Click on the Users button on the top.



3. Navigate to the User wanting to clear the VM messages and on the right-hand side click on the Pencil Icon and then the Voicemail option.



4. Navigate down to the Number of Messages and click on Clear Messages to delete all the voicemail messages for that user.

