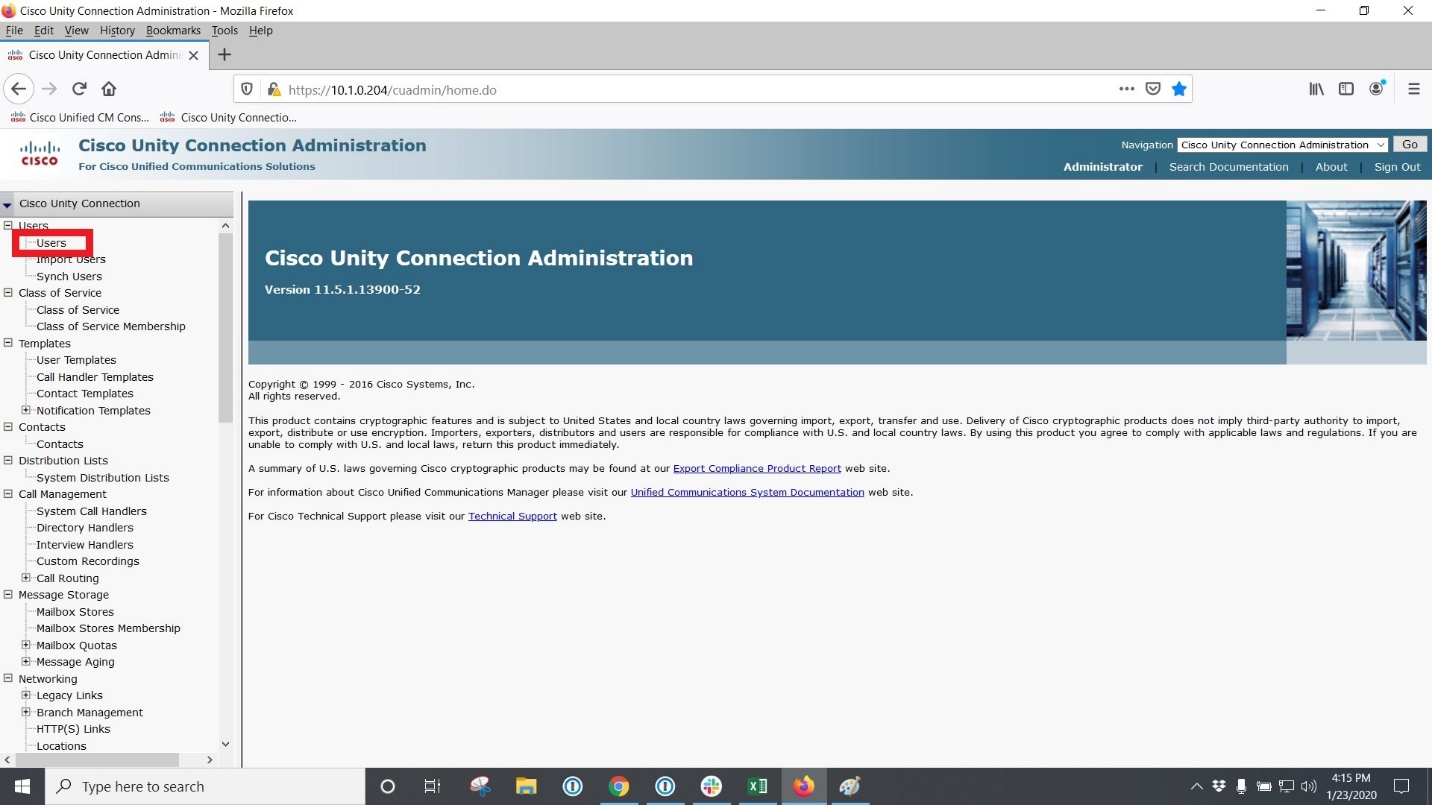
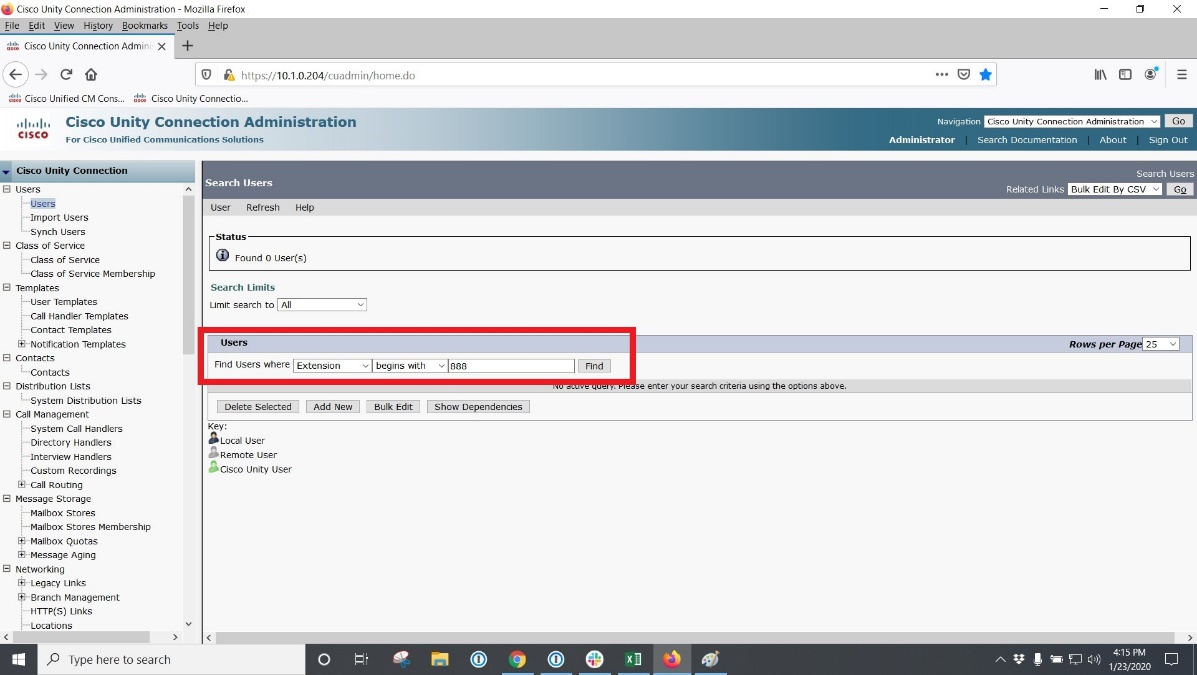
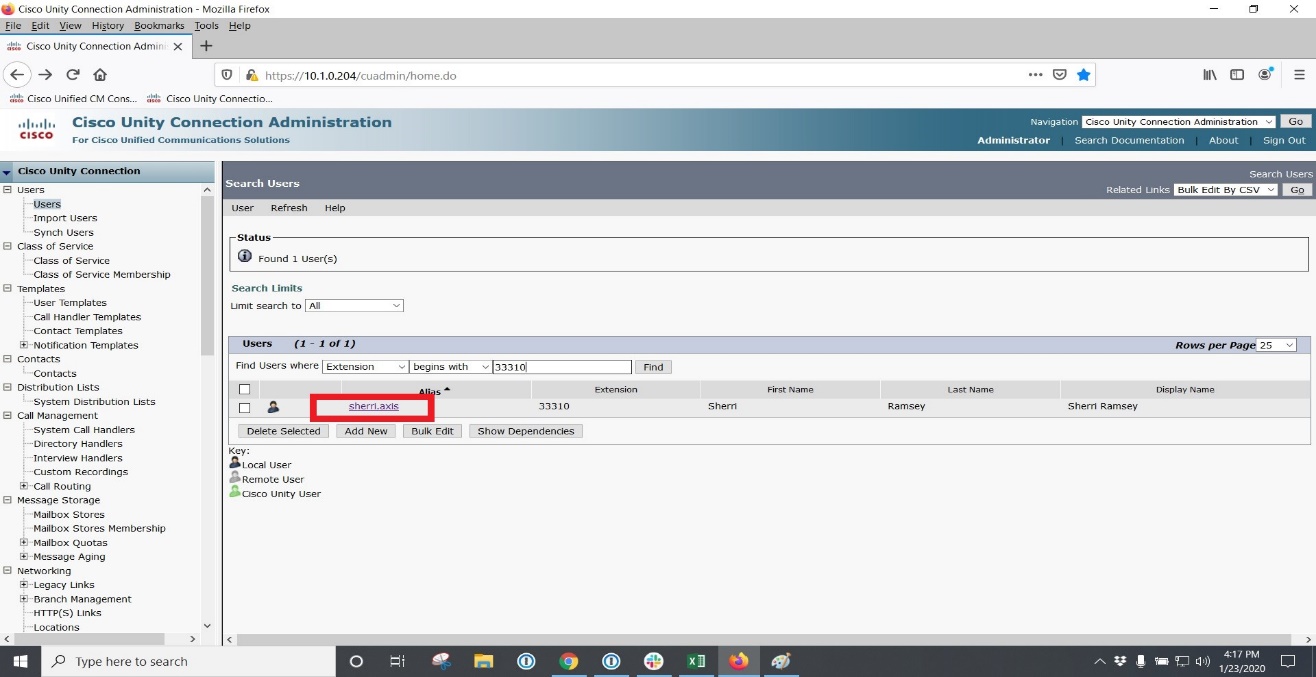
**Unity – Update Voice Mail**

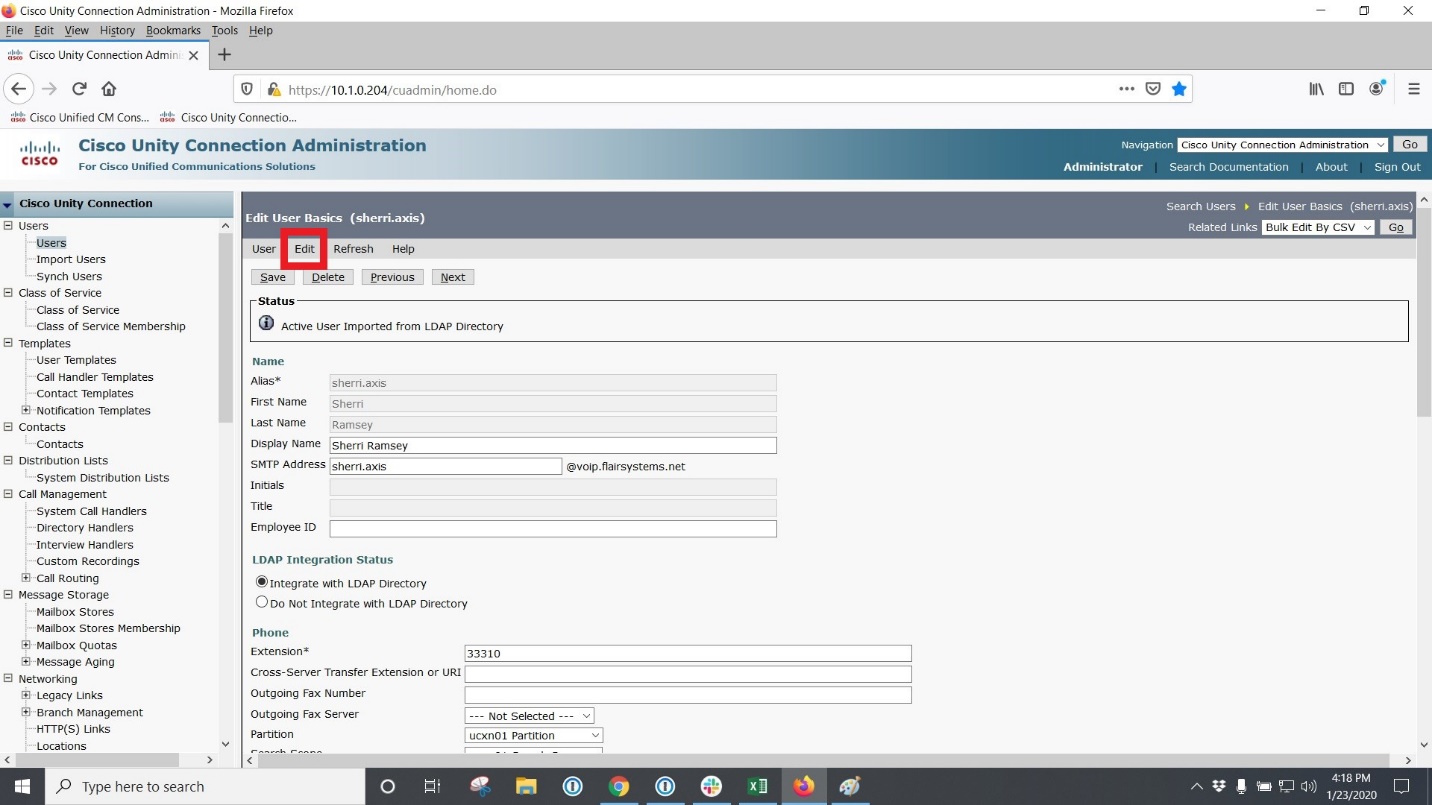
1. **Log into Unity; on left side panel click on Users**
2. *Find Users Where* **chose extension and chose** *begins with* **then type in extension number**

****

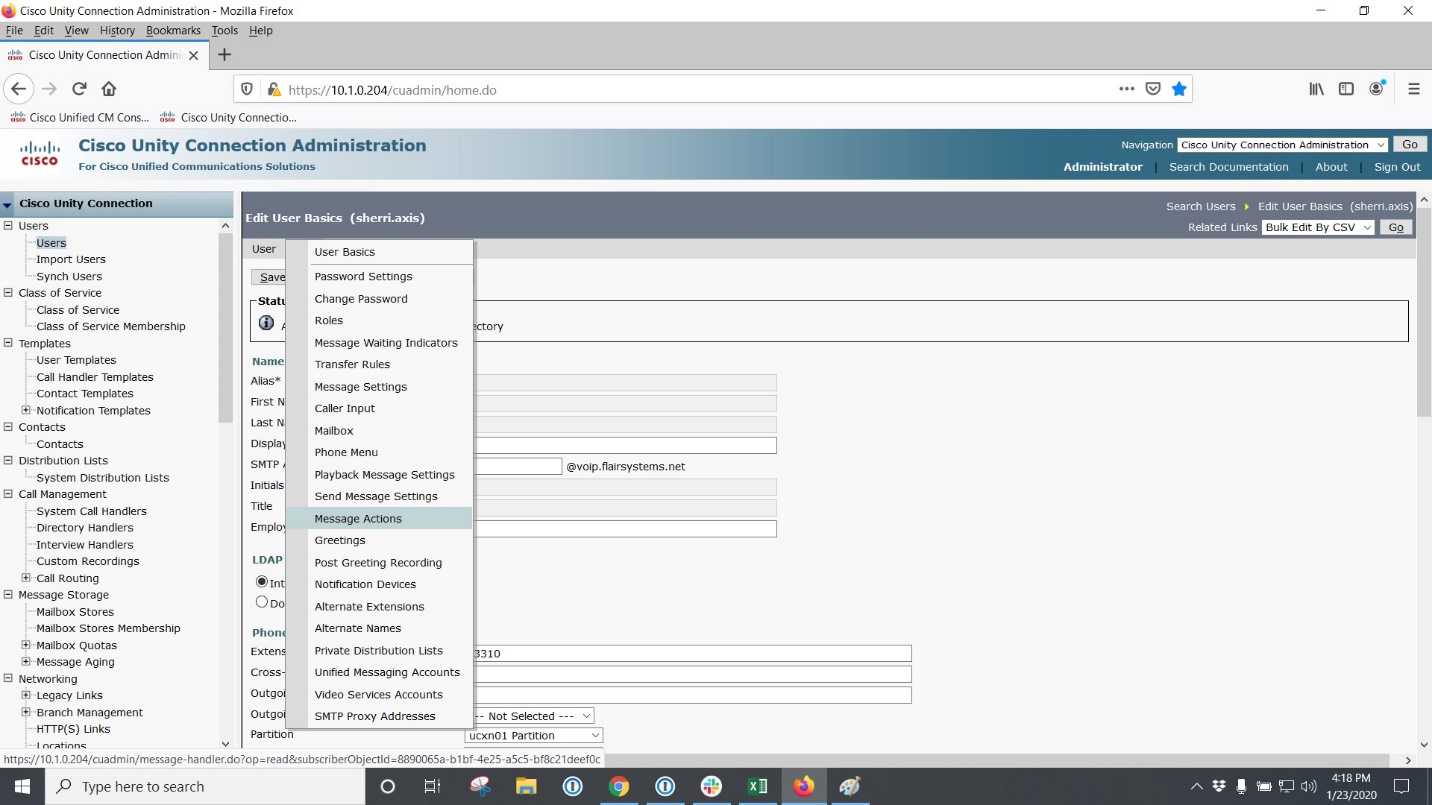
1. **Click extension to see/edit**

****

1. **Hover over edit and found Message actions**

****

1. **Message actions**

****

1. **Fill in box as shown in picture. (note these will vary based on client’s requirements) then click save**

