Delete Voice Messages

- [Delete Voice Messages by Computer](#)
- [Delete Voice Messages by Phone](#)

Delete Voice Messages by Computer

Deleting voice messages from Microsoft Outlook or Outlook Web Access is easy! Simply select the message you wish to delete and press the delete key on your keyboard or click the black “X” in the Outlook toolbar.

When a voice message is deleted in Outlook or Outlook Web Access, the message is moved to the deleted items folder. From here you have the option of restoring a message or deleting it permanently.

Delete Voice Messages by Phone

1. Dial 6000 from your desk phone (voice mail access number)
2. Enter your PIN when prompted
3. After the greetings, say **Voice Mail**
4. While or after listening to your voice mail message, say **Delete or press the number 7** if using the touchtone interface