Access Zoom Phone Voicemails

This guide is intended to teach users and staff how to access Zoom Phone Voicemails.

1. Open a new tab in your preferred web browser and go to **Arizona.zoom.us**

A screenshot of a computer

Description automatically generated

2. Click on Sign In, you will then be prompted to enter your **NetID** and **Password**

A screenshot of a computer

Description automatically generated

3. On the Zoom homepage, click on **Phone**

A screenshot of a computer

Description automatically generated

4. Then click on **Voicemail**; you will see your voicemails here

A screenshot of a computer

Description automatically generated

5. To hear the voicemail, click on the **Timestamp**

**A screenshot of a computer

Description automatically generated**

6. To download the voicemail for future reference click on **Download**. This will save an audio file to your device.

A screenshot of a computer

Description automatically generated

**A screenshot of a computer

Description automatically generated**7. If you need to delete the voicemail, click on the **three dots** and click on **Move to Trash**