



Calls, Texts and Emails

Voicemail

Here are some really great tips to make checking and managing your voicemail so much easier. **Give them a try!**

1. Open the **Phone** app and double-tap the **Voicemail** tab in the bottom right corner.
2. Right-swipe to go to the first voicemail, which is the latest one you've received.
3. Voiceover announces "unread" if you haven't listened to the voicemail yet. If you've already played the voicemail, VoiceOver announces the caller, the date, and how long it is.

Tip: If the caller is already a Contact, VoiceOver announces the caller's name. Otherwise, VoiceOver announces the caller's phone number.

4. VoiceOver also says, "Collapsed. Double-tap to expand, actions available."

Tip: You can just right-swipe here if you want to go through more voicemails.

5. Now to check out the actions available, swipe down one at a time. To activate any of these actions, just double-tap:
 - **Delete:** Delete the voicemail.
 - **More info:** Get the caller's contact information.
 - **Share:** Access the **Share** sheet so you can share the voicemail as a text message, email, or even AirDrop it to someone else.
 - **Default:** Expand the player controls for the Voicemail app.

Tip: When an unplayed voicemail automatically begins to play; two-finger double-tap to pause the voicemail.

6. Double-tap the **Default** action to expand the player controls.

Tip: Double-tap to collapse them again.

7. Right-swipe to explore the player controls.

- **Voicemail position:** Tells the length of the voicemail.
- **Play button:** Double-tap to play the voicemail and again to pause the voicemail.
- **Playback destination button:** Double-tap to toggle the audio between your external phone speaker and your ear-piece speaker.

Tip: If you choose your external speaker, other people around you can hear the voicemail.

- **Call button:** Double-tap to automatically call back the person who left the voicemail.
- **Delete button:** Double-tap to delete the voicemail.
- **Transcript:** Access a transcript of the voicemail.

Tip: Be aware this feature can be hit or miss. But it is good to know it is here.

8. Left swipe back through the buttons to **Voicemail position** and then you can double-tap to collapse the player controls and be back in the voicemail list.

Now you know how to check and manage your voicemail on your iPhone. Check out the other workshops in this series to learn more about calls, texts, and emails.

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