



12. Go to the top of the page and click on Template SAVE. Upon Save, a window will pop-up to allow you to Name your template. Name your template.

13. Go to the bottom of the screen and click on Preview and Send. This will show the recipient count.

14. Click on Review Recipients to view those who will receive the message.

15. If you would like to send, Click Send. If not, Click on Cancel.

1. Go to

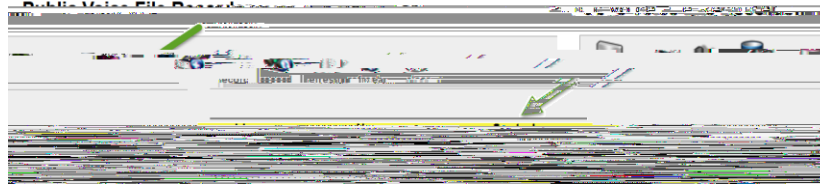
2. Select the Template (blue link) that you would like to use.

3. Enter the infor

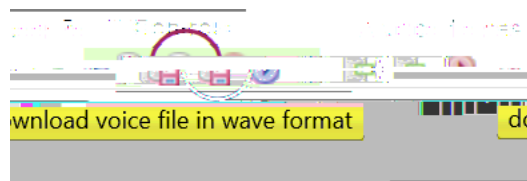
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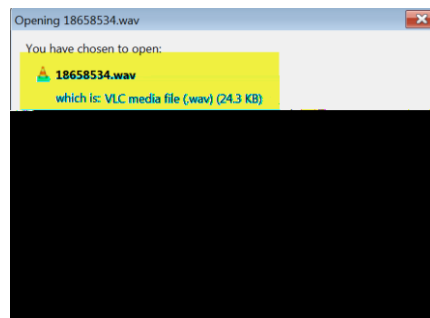
- After you Save and hang up, your message will appear. If you wish to record another message, select Yes. If not, Select No.



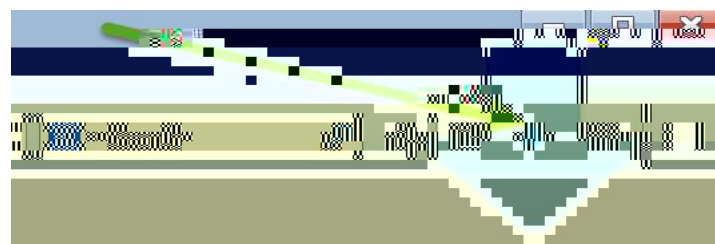
- Next, Download your message. Under [redacted], Select the Second Icon, "Download Voice File in Wave Format."



- Then, [redacted] and [redacted]



- The Message/File will be placed into your Menu Bar under the Arrow. Click on the arrow to view your downloaded file.



- Go to the Download Arrow,
  - Right Click over your file,
  - Select [redacted]
  - When the new window opens, Right Click again on your file, then
  - Rename and put where you'd like.

