

Forward Voice Messages to other People


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You can forward your voice messages to other people in your company who also use Cisco Jabber. Before forwarding the voice message, you can record a message to send along with it so you can let them know why you're forwarding it.


Windows and Mac

1. Go to 
2. Choose the voice message, right-click on it and click Forward voice message.
3. (Optional) Click Record to record a message to include with the voice message. You can play back and rerecord your message.
4. In the Forward voice message to dialog box, add the users you want to send the voice message to.
5. Click Send

iPhone and iPad

1. Go to 
2. Choose the voice message, tap More, and tap Forward Voice Message.
3. (Optional) Tap Attach your Voice Message, and then tap the microphone icon to add your recording to the voice message. You can record a message up to 30 minutes. Tap Stop when you're done.
4. Add contacts in the To field or choose contacts from the Recents tab.
5. Tap Send.

Android

1. Go to .
2. Choose the voice message, and then tap Forward.
3. (Optional) Tap Add your voice message to record your message. You can record a message up to 30 minutes. Tap Stop when **you're done**. Your recording is added to the voice message.
4. Add your contacts in the To field or choose contacts from the Recents tab.
5. Tap Send