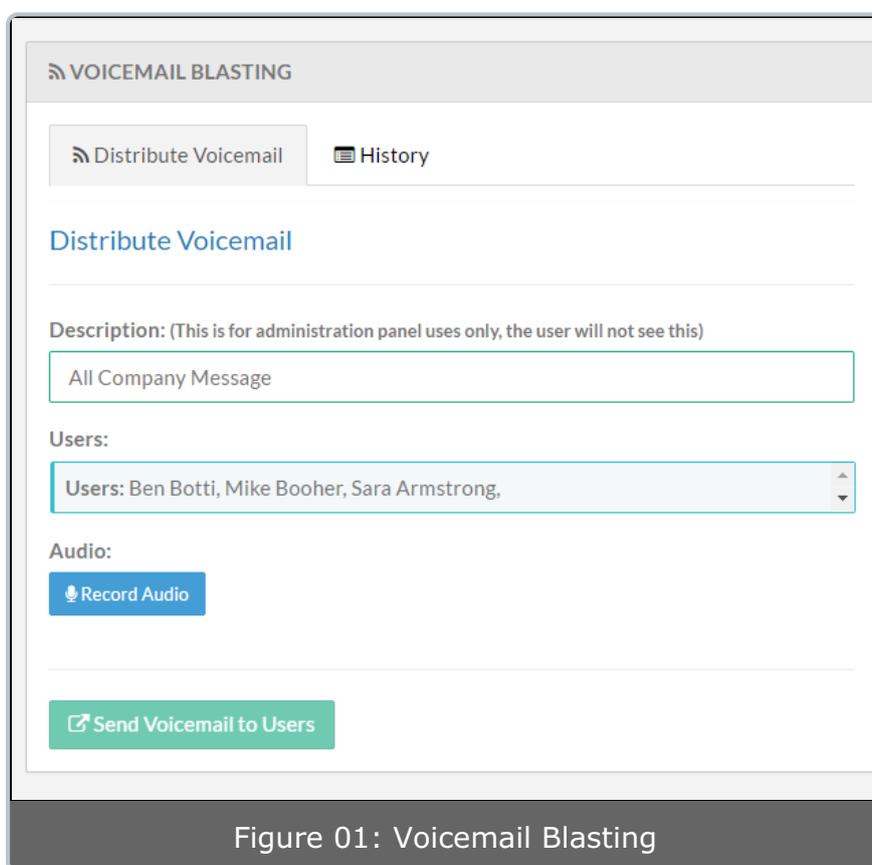# Voicemail Blasting

Last Modified on 12/05/2019 1:16 pm EST

The **Voicemail Blasting** feature allows administrators to broadcast voicemail messages to large groups of users all at one time. Coupled with the **Voicemail to Email** feature, voicemail broadcasting can be a quick, easy, and powerful way to get a voice message communicated to many different users.

To send a voicemail blast, navigate to the **System Admin > Voicemail Blasting** menu.


Figure 01: Voicemail Blasting

There are three fields listed on this screen:

Description: Enter an easily identifiable name for the voicemail blast in this field. This name will not be included in the voicemail and is only used to identify the message.

Users: Clicking the **Users** field opens a pop-up that allows the administrator to select which users the voicemail blast should be sent to. Select the appropriate users by selecting the checkboxes to the left. When

completed, click **OK**.

Audio: The **Record Audio** button allows the administrator to record the message to send to the selected users. When the **Record Audio** button is clicked, a list of available extensions and mobile numbers is displayed for the Admin to select as a recording source.

Figure 02: Record New Audio - Select Recording Source
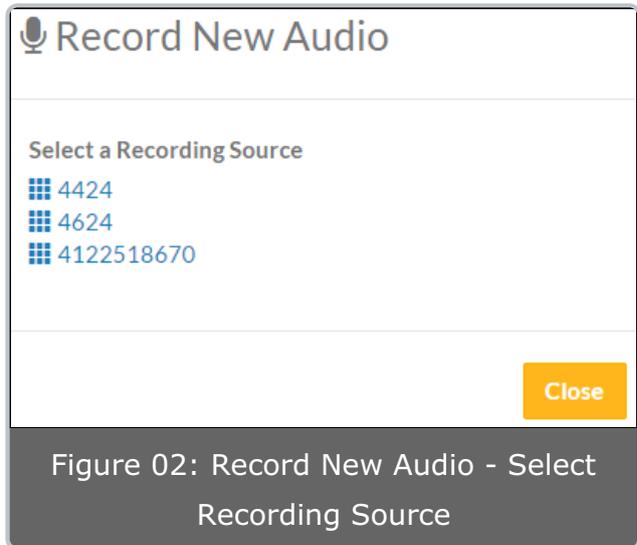
To record a message, select one of the extensions or mobile numbers shown in the pop-up box. When ready, click the blue **Record Audio** button to send a call to the recorded device. Pick up the call and follow the prompts.

Figure 03: Record New Audio - Record Audio Button
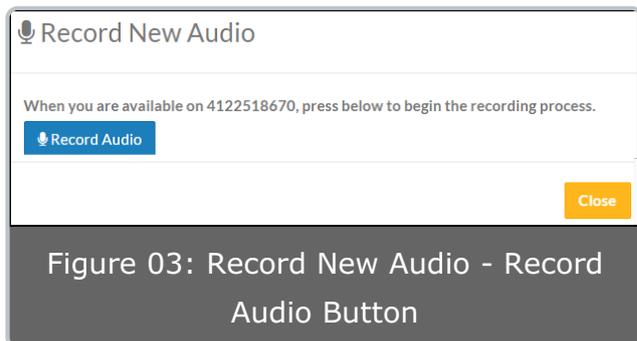
After the recording is complete press:

1 - listen to the recording

2 - save the recording

* - re-record the message.

When satisfied, click the green **Ready To Save** button to save the recording. Kerauno will return to the main **Voicemail Blasting** menu. The new recording will now appear in the embedded media player as shown in Figure 04 below.
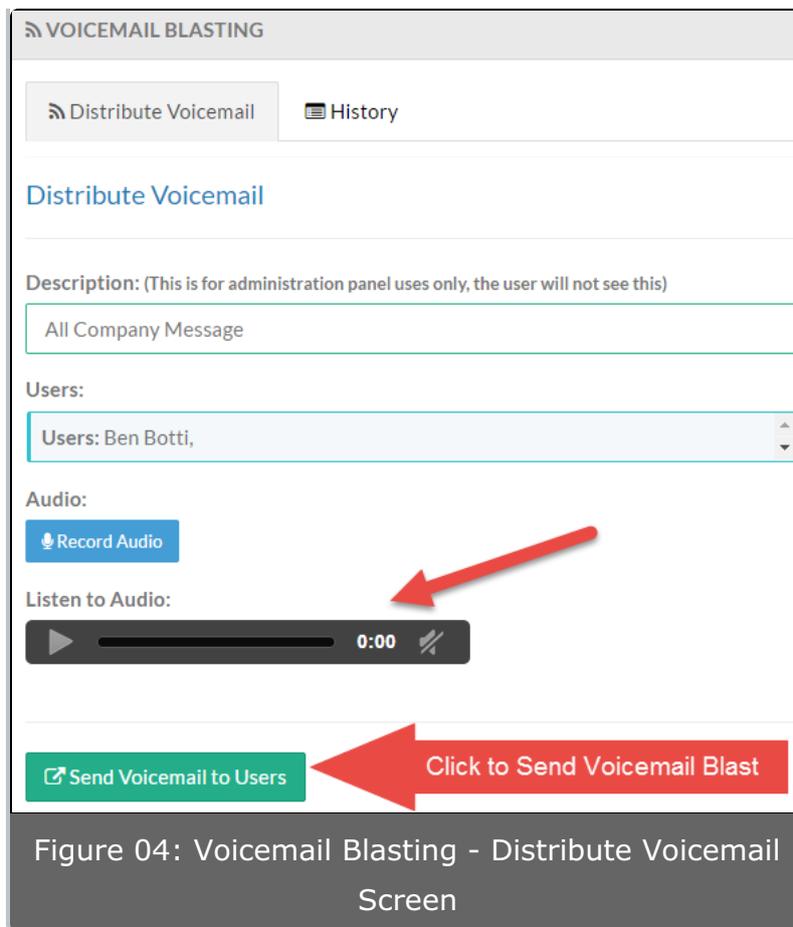
Figure 04: Voicemail Blasting - Distribute Voicemail Screen

When all fields have been completed and the new recording has been uploaded, click the **Send Voicemail to Users** button to initiate the voicemail blast. All users specified in the **Users** field will receive the recorded message in their voicemail boxes.

There is an additional tab under **Voicemail Blasting** that allows administrators to view the history of messages sent. To access this menu, select the **History tab** as shown in Figure 05 below.
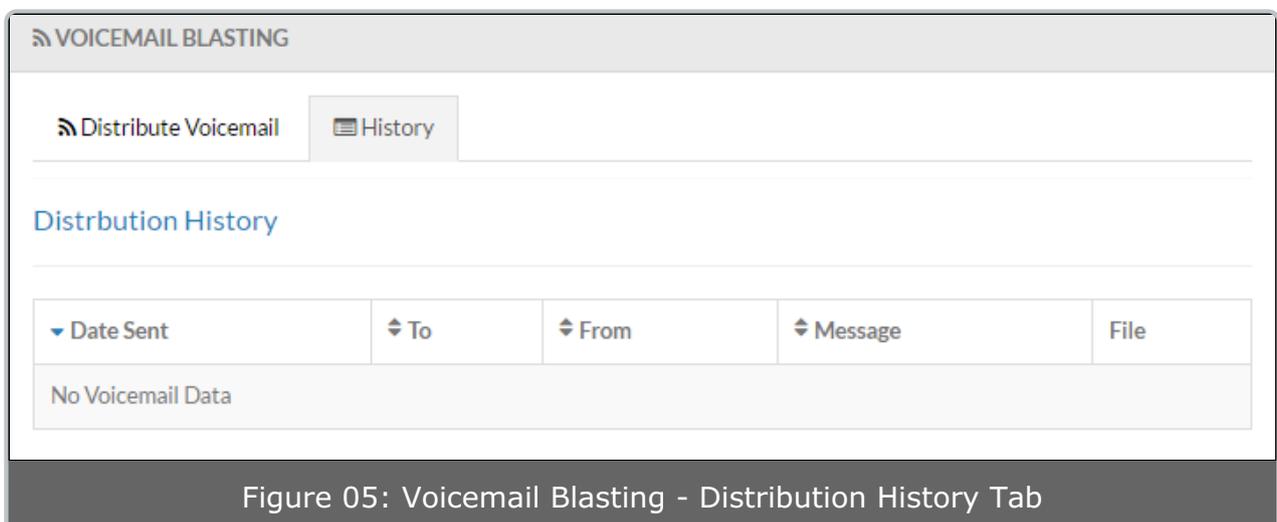

Figure 05: Voicemail Blasting - Distribution History Tab

A **Distribution History** table is displayed that includes date sent, to/from, and name, as well as the voicemail file sent.