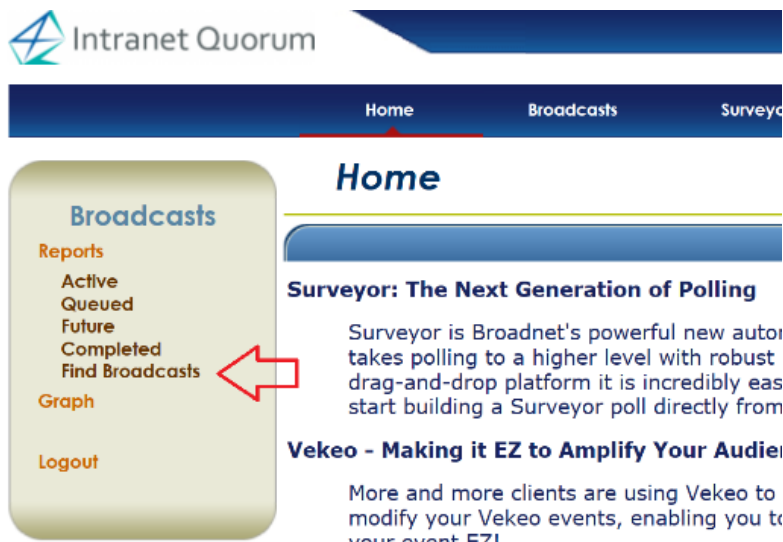
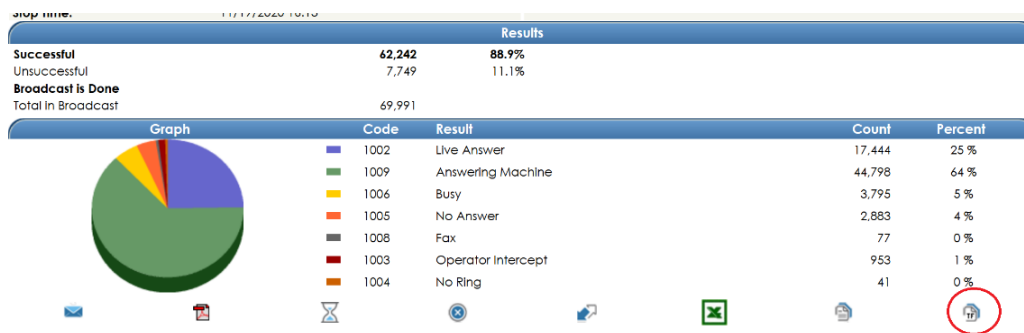


How to Access Voicemails After a Telephone Town Hall

1. Log in to Broadnet
<https://clientmanager.broadnet.us/bnts/>
 Username: XXXX Password: XXX
 (Reach out to the Broadnet Team if you need an office login created)



2. Go to the **Broadcasts** menu, then click on **Find Broadcasts**.
3. Change the timeframe dropdown to **All** or whichever you think is best.
4. Click on the **ID number** of the TeleForum event.



5. Click on the TF icon on the bottom right of the call status report.



6. Then click on the microphone button to retrieve the voicemails.



7. You can also download the sound file for the event by selecting **Download Conference Recording**.