**Manage Voicemail Greetings**

**Managing Via Phone**

1. From your phone press the Messages key or dial 5001

2. Enter your Voicemail PIN followed by the # key

3. Press 6 for the Greetings Menu

4. Press 1 to record your new greeting

5. Press 1 to record a greeting

6. Record your greeting and press # when you are finished

7. Press 1 to keep the new recording or press 0 to keep the old greeting

8. Hang up the call

**Managing Via The User Portal**

1. Using any browser log into the manager portal

2. Click on the Messages button at the top

A phone icon with a telephone symbol

Description automatically generated with medium confidence

3. Click on Settings



4. Click on the speaker icon next to Voicemail Greeting



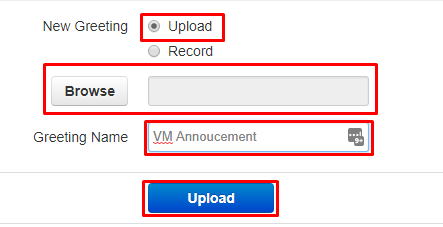
5. Select how you want to set your new greeting

**Upload:**

-Click Browse to upload any pre-recorded WAV or MP3

-Enter a Greeting Name

-Click Upload



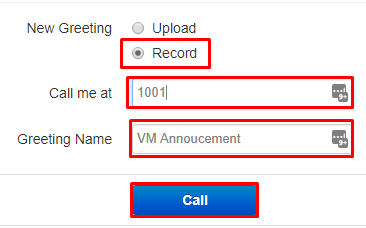
**Record:**

-Enter your extension number or external phone number to record your greeting from

-Enter a Greeting Name

-Click Call

-Follow the instructions



6. Click Done