

Changing Voice Mail Greeting

You can change your voice mail greeting from the phone or through the Lync application.

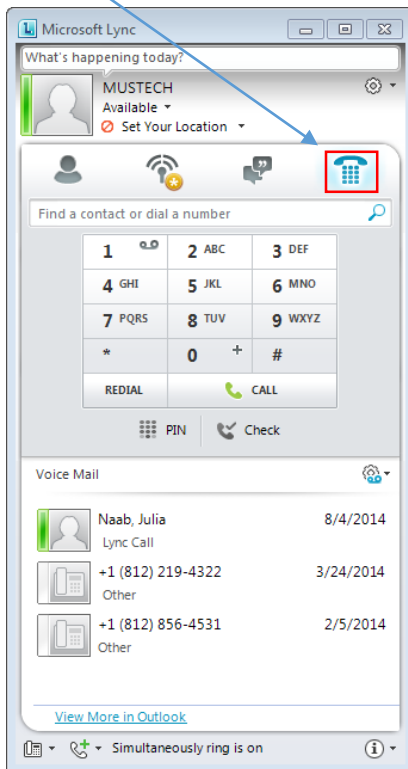
The first way is through the phone:


- 1) Press and hold 1 on the phone until it dials into the voice mailbox.
- 2) The voice prompt will go through several options. You can wait till the voice prompt goes through all the options, or say *Personal Options* at any time.
- 3) Once in the *Personal Options* menu, press 2 to record your greetings

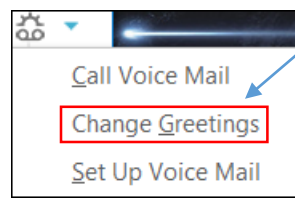
Follow the voice prompt to record or re-record your greetings.

The second way to change your greetings is through Lync:

- 1) Go to the phone tab on Lync (See full Lync screenshot below).



- 2) Click on the voice mail button 
- 3) From the menu select *Change Greetings*



This will take you to a voice prompt. Follow the prompt to record or re-record your greeting.