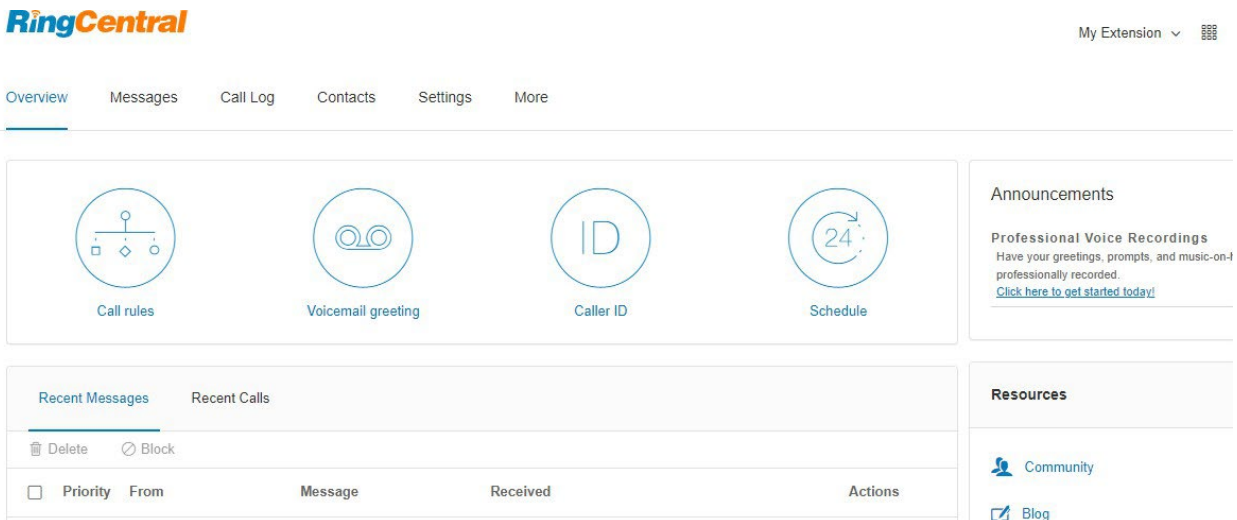


How to Change your Voicemail Greeting

1. Go to the RingCentral sign in page.
<https://service.ringcentral.com/>
2. Under **Overview** click **Voicemail greeting**.



3. Click the **Voicemail greeting** dropdown, then select:
 - a. **Default:** Incoming callers will hear the message “Your call has been forwarded to the voicemail for [your name]. No one is available to take your call. At the tone, please record your message. When you’ve finished recording, you may hang up or press the pound key for more options.”
 - b. **Custom:** Click any of the three tabs, then select:
 - i. **Computer Microphone:** Click the red Record button to make a custom voicemail greeting. Click the button again when you’re finished recording.
 - ii. **Phone:** Enter a phone number so the RingCentral system can call you to record a custom greeting.
 - iii. **Importing:** Upload a WAV or MP3 file of your custom greeting.
4. In the **Save messages in** dropdown, select:
 - a. **My voicemail box:** Your voicemail messages will appear in your app’s inbox.
 - b. **Another extension:** Retrieve your voicemail messages by dialing a specific extension. Pick an extension in the popup window.
5. Click **Save**.

