How to Change your Voicemail Greeting

1. Go to the RingCentral sign in page.

htps://service.ringcentral.com/

2. Under Overview click Voicemail greeting.

RingCentral				My Extension 🗸 🎆
Overview Messages Call	Log Contacts Sett	ings More		
Call rules	Voicemail greeting	Caller ID	24 Schedule	Announcements Professional Voice Recordings Have your greetings, prompts, and music-on- professionally recorded. <u>Click here to get started today!</u>
Recent Messages Recent C	alls			Resources
🗊 Delete ⊘ Block				Le Community
Priority From	Message	Received	Actions	🔀 Blog

- 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.

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/oicemail greeting	Default
	Custom
Your call has been forwa o take your call. At the to recording, you may hang	rded to the voicemail for AR <u>one a Days, no one is available</u> one, please record your message. When you've finished up or press the # key for more options."
Your call has been forwa o take your call. At the to ecording, you may hang	or press the # key for more options."
Your call has been forwa o take your call. At the tr ecording, you may hang	one, please record your message. When you've finished up or press the # key for more options." 00:00