Microsoft Outlook Web App 2010

Record Voice Mail Greetings

Outlook Web App 2010 will allow you to set-up, record and select your voice mail greetings. There are two greetings available to use. There is your regular greeting, called Default, and a greeting that let callers know you will be away for an extended period of time.

To record or play your Default Greeting:

1. Click the **Options** link in the upper right hand corner of the screen. Then click on **See All Options**.

2. Click on **Phone**.
3. Scroll down to the Greetings Section and select Default voice mail greeting. Then, click on Call me to play or record the selected greeting.

4. A box will open where you can enter the phone number you want to use to record your greeting. Enter a number in the field and click on Dial. The Unified Messaging System will immediately call the number. You will then be able to play and record your greeting through a series of prompts from the system.

To play and record your Away greeting:

1. Select Greeting that lets callers know I’ll be away for an extended period of time and then click on Call me to play or record the selected greeting to repeat the process and record your Away greeting.
2. Click on **Save** when you are finished recording your greetings.

**Important Note:** The greeting that you leave selected (default or away) will be the greeting that callers hear when they reach your voice mail. If you are using your away greeting, you will need to remember to change your selection back to the default greeting when you return. Outlook will not remind you that your away greeting is selected.