

Record Voicemail Greeting or Out of Office Through the Avaya Cloud Office Online Account

1. Login to Avaya Cloud Office <https://login.cloudoffice.avaya.com/> by clicking on the Single Sign-on button

The first screenshot shows the 'Sign In' page for AVAYA CLOUD OFFICE™ by RingCentral. It features a text input field for 'Email or Phone Number', a 'Next' button, and a section for 'Or sign in with' containing 'Google' and 'Single Sign-on' buttons. The 'Single Sign-on' button is highlighted with a red box.

The second screenshot shows the 'Single Sign-on' page. It includes a 'Confirm your email to sign in' field with the email 'john.doe@lmunet.edu', a checked 'Remember email' checkbox, and 'Back' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

2. Click the Voicemail button



Voicemail

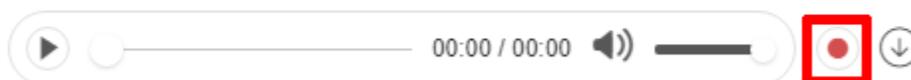
3. Select Custom from the drop down menu

Set Greeting

A dropdown menu with the text 'Custom' and a downward-pointing chevron icon on the right side.

Note: If you have recorded a message before, you will need to click the red recording button before you will be presented with the options shown in step 4

Press  to listen and  to re-record your custom greeting.



4. Select one of the follow options to set your out of office message

- Phone

1. Enter your extension or cell phone number and click call me
2. Follow the prompts on the phone call
3. Click on Done

Phone Computer Microphone Importing

Avaya Cloud Office will call you to record your custom greeting over the phone.

Enter a new number 

Call me at

Enter a new number

- Computer Microphone

1. Click the record button and start recording your message
2. Click the stop button when complete
3. You can listen to the message by pressing the play button or re-record it by pressing the record button again
4. Click the Up Arrow button to upload the message and then click on Done

Phone Computer Microphone Importing

Microphone Test and Record

Please speak into the microphone and adjust the slider until the volume meter turns green.



Cancel

Done

- Importing

1. If you have a saved message on your computer you can click on the Browse button
2. Select the audio file you want to use, click the Open button, and then click on Done

Phone Computer Microphone **Importing**

Upload .WAV or .MP3 file ⓘ

↑ Browse

Cancel Done

5. Once the audio message is complete, make sure the Message Recipient is set to your extension and press the Save button

Message Recipient

This Extension (Ext. 5555)

Specific Extension

Cancel **Save**