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

2. Click the Voicemail button

Voicemail

3. Select Custom from the drop down menu

Set Greeting

| Custom | ∨ |

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.
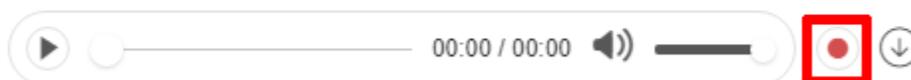
4. Select one of the follow options to set your out of office message
    - Phone
        1. Enter your extension or cell phone number and click call me
        2. Follow the prompts on the phone call
        3. Click on Done

    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

- <u>Importing</u>
    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