How to create an out of office greeting using another phone

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1. Dial (805) 493-3700 (on campus extension 3700).

2. Enter your extension number.

3. Enter your voicemail password and press **#**.

4. Press 7 to access Mailbox Options.

5. Press 2 to change the call handling mode.

    - 1-Standard

    - 2- In a meeting

    - 3- Out of Office

    - 4- Extended Absence

    - 5- Custom

6. Press 1 to record a personal greeting.

7. Record your personal greeting ofr the currently active mode at the tone and press #, then select form the following options:

    - To accept the personal greeting, press #

    - To review the personal greeting, press 1

    - To re-record the personal greeting, press 2

    - To cancel the recording, press * (star)

8. If you are not leaving the office after recording your Out of Office or Extended Absence Greeting, press 2 to choose your call your handling mode and change your call handling mode back to Standard (Option1).