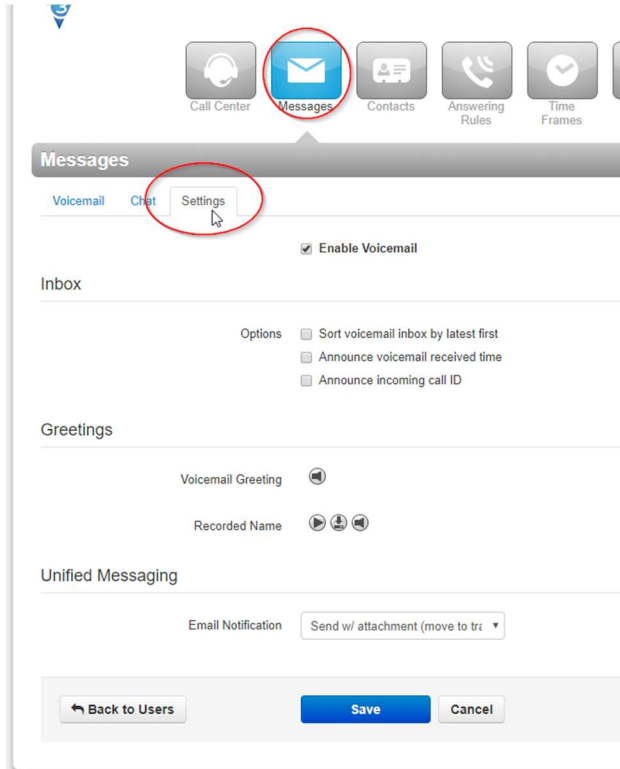


Set up voicemail:

You have the option to set up a personal voicemail message or record your name and use the default message.

1. Log into the voice portal.
2. Click on **Messages** at the top and then click on **Settings**.



3. Click on the icon next to **Voicemail Greeting**
4. From here you have the option to upload a voicemail file or record your own voicemail. To record your own, select **Record** and type in a name under **Greeting Name**. Click **Call**. This will call the phone on record and record your message. Click **Add Greeting** and **Done**.
5. If you would just like to record your name and use the standard message, click on the far-right speaker icon next to **Recorded Name**. Here you can upload a file or use the same method in the previous step to record your name.