HOW TO EDIT YOUR VOICEMAIL GREETING

Contents

How to Edit Your Voicemail Greeting Using the "Text to Speech" Option

1. Go to Zoom.us
2. Click Sign in if you are not already signed in
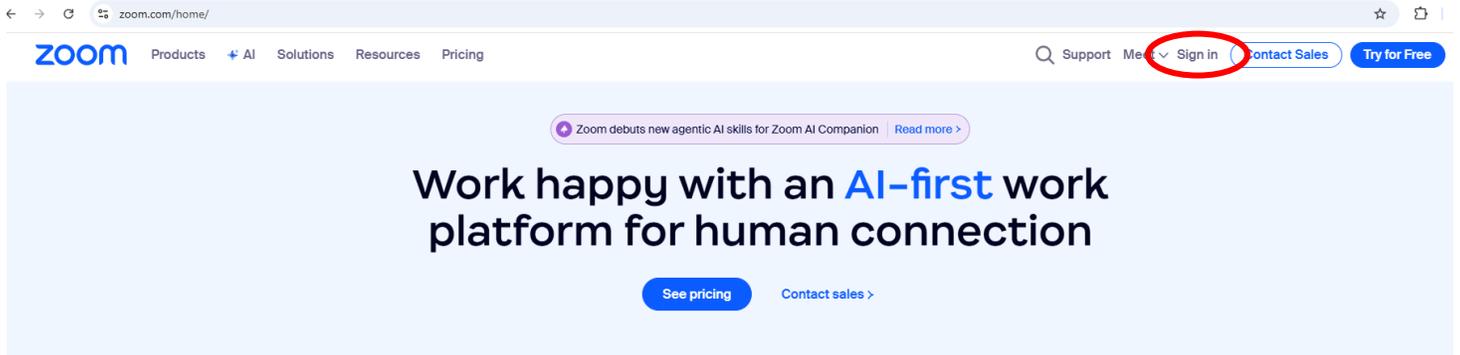
3. Fill in your Username and Password

4. Click the "Phone" option on the left-hand side

5. Scroll down to the "Call Handling" section and click "Edit" under the Greeting & Leave Voicemail instruction
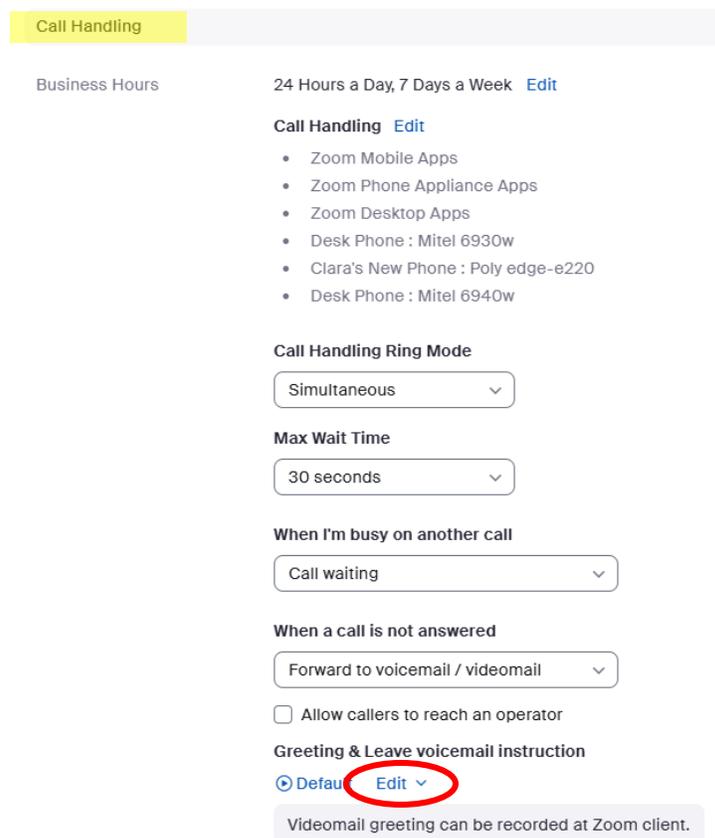
6. Click "Add Audio"
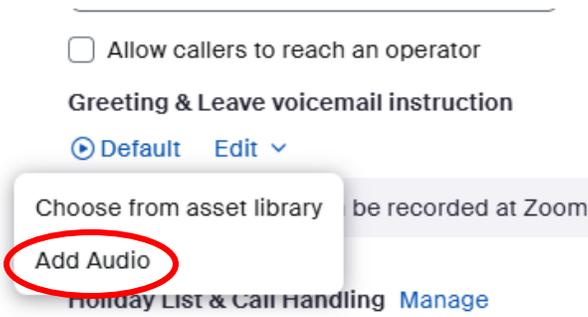
7. Click the "Text to Speech" tab at the top.
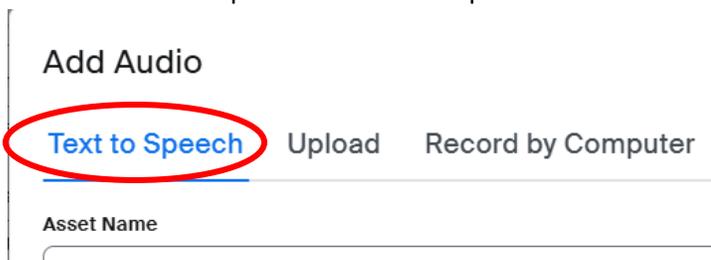
8. Enter an "Asset Name", then click the drop-down arrow under "Category" and click "Voicemail Greeting"
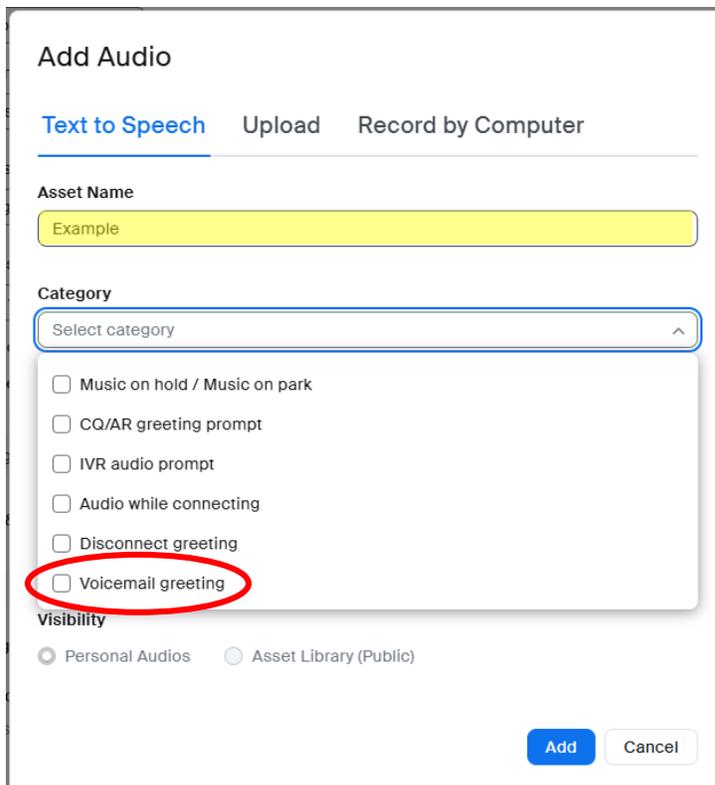
9. Once "Voicemail Greeting" click the drop-down arrow and type your message in the "Message to Play" section

Add Audio

Text to Speech   Upload   Record by Computer

Asset Name

Example

Category

Voicemail greeting ✕   ⌄

Message to play ?

Language: American English ⌄   Voice: Matthew-Male ⌄

Thank you for calling Merced College ITS department. We are currently away from our desk or in a meeting. Please leave a detailed message along with your phone number and we will get back to you as soon as possible

🔊 Play   214/3000

Visibility

◉ Personal Audios   ○ Asset Library (Public)

[Add] Cancel

Note: You can change the language and voice by clicking the drop-down arrows next to "Language" and/or "Voice". To hear the message you can click play.

10. Once you are happy with the message, click "Add"

our desk or in a meeting. Please leave a detailed message along with your phone number and we will get back to you as soon as possible

🔊 Play   214/3000

Visibility

◉ Personal Audios   ○ Asset Library (Public)

[Add] Cancel

How to Edit Your Voicemail Greeting Using the "Record by Computer" Option

1. Go to Zoom.us
2. Click Sign in if you are not already signed in
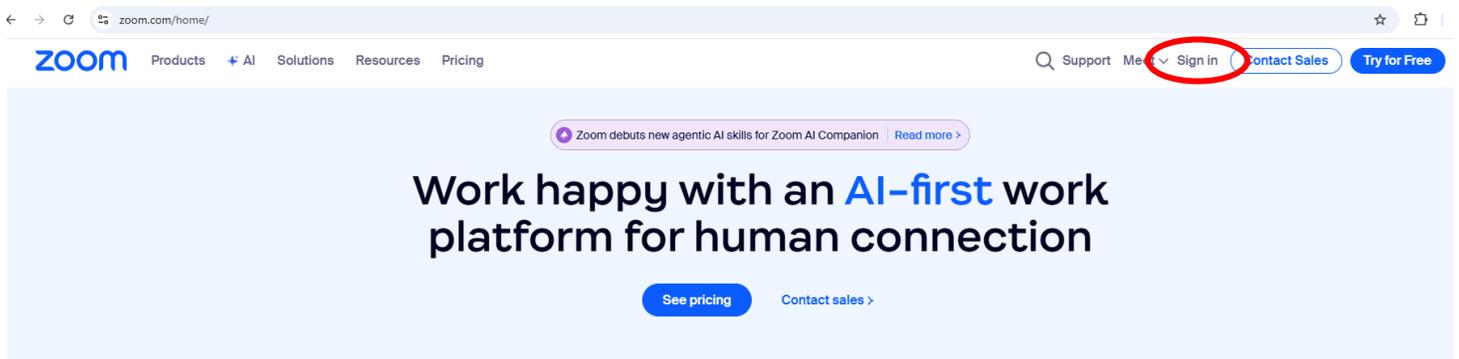
3. Fill in your Username and Password

4. Click the "Phone" option on the left-hand side

5. Scroll down to the "Call Handling" section and click "Edit" under the Greeting & Leave Voicemail instruction
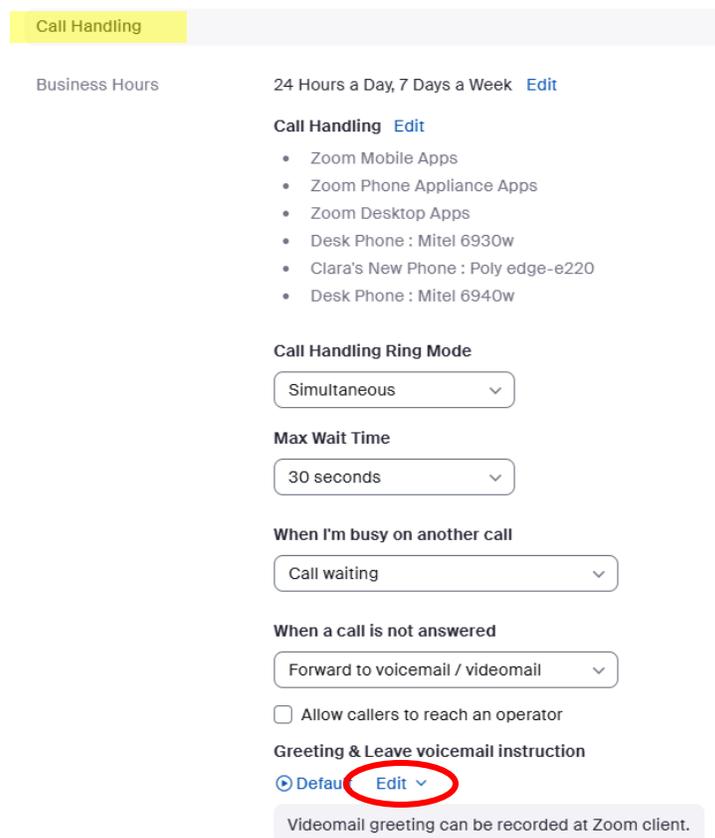
6. Click "Add Audio"
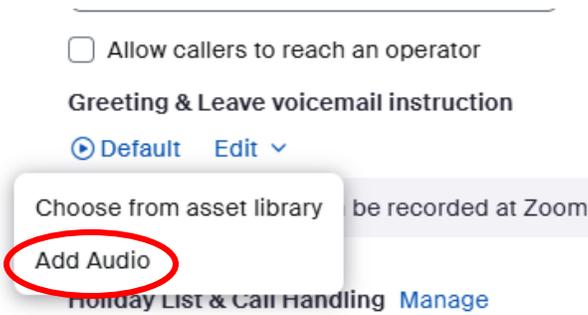
7. Click the "Record by Computer" tab at the top.
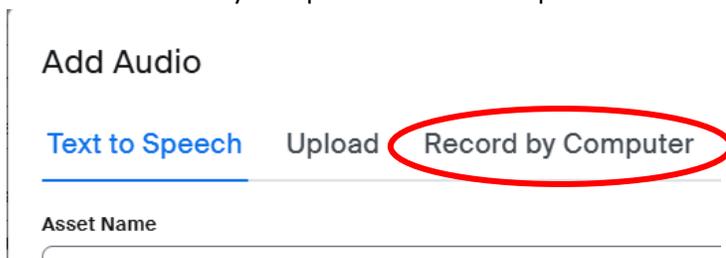
8. Enter an "Asset Name", then click the drop-down arrow under "Category" and click "Voicemail Greeting"
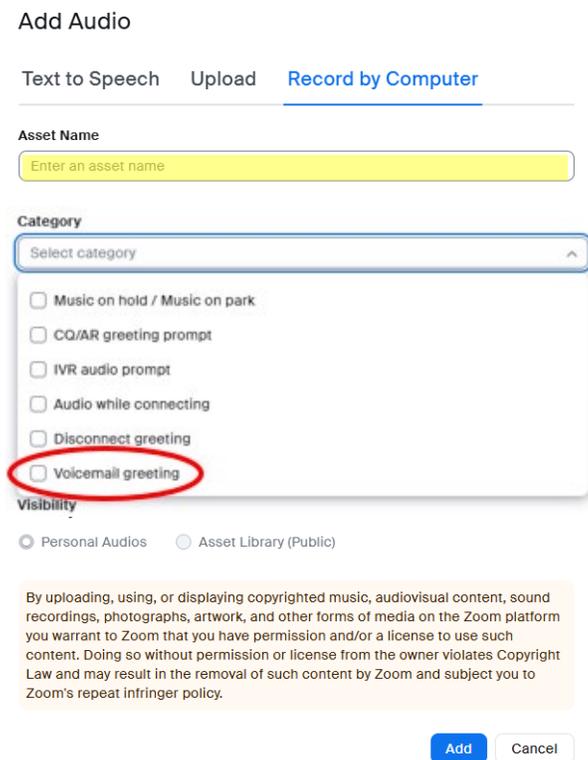
9. Once you have selected "Voicemail Greeting" click the drop-down arrow to close the option screen. Then click the red record icon and begin recording your message.

Note: If prompted, click "Allow this time" to allow the use of your microphone
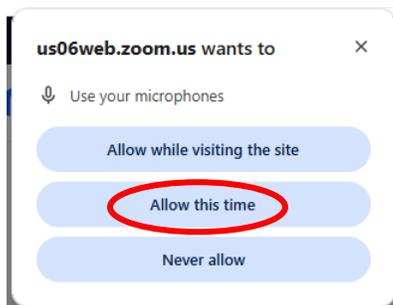
10. Begin recording your greeting, once you are done click the stop button.

Add Audio

Text to Speech   Upload   **Record by Computer**

Asset Name

Enter an asset name

Category

Select category

Language

American English

Record Audio

Click the record button to start recording

00:19 / 04:00

Visibility

○ Personal Audios   ○ Asset Library (Public)

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Add   Cancel

11. You can now listen to your recording by clicking the play button. If you are not satisfied with the recording, you can record another message by clicking the "Record Again" button.

Add Audio

Text to Speech   Upload   **Record by Computer**

Asset Name

Enter an asset name

Category

Select category

Language

American English

Record Audio

Click the record button to start recording

0:00 / 0:27

↻ Record Again

Visibility

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Add   Cancel

12. Once you are satisfied with your greeting, click "Add"

Add Audio

Text to Speech　　**Upload**　　**Record by Computer**

Asset Name

| Enter an asset name |

Category

| Select category ⌄ |

Language

| American English ⌄ |

Record Audio

Click the record button to start recording

| ↺　▶　↻　　　　　　　　　　　　　　0:00 / 0:27 |

↻ Record Again

Visibility

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Add　　Cancel