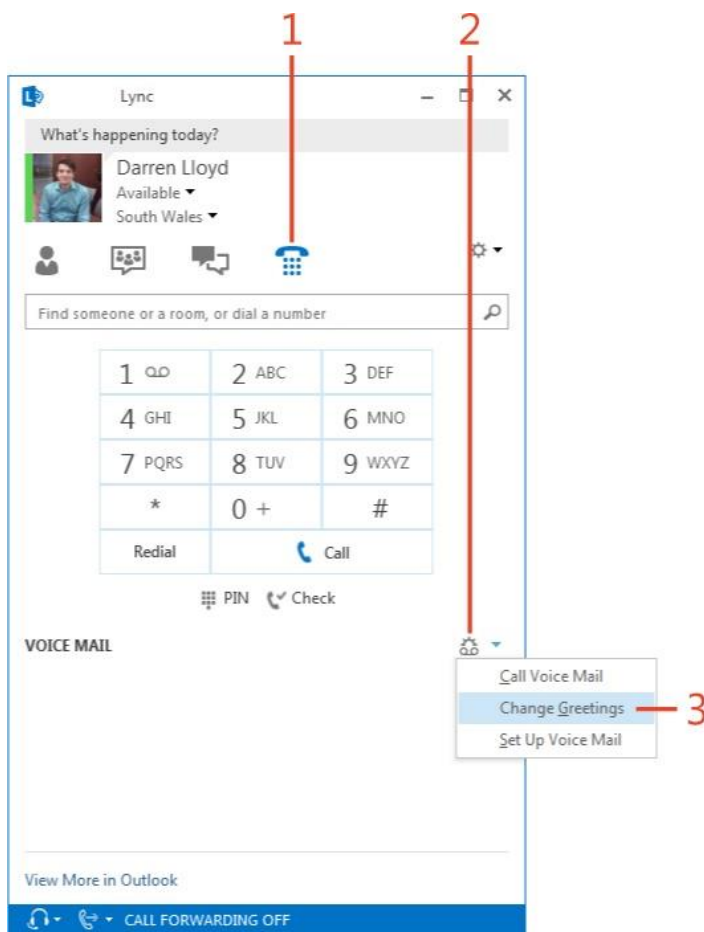


Changing your voicemail greeting

Changing your voicemail greeting in Lync 2013 is a straightforward task. You can record and playback your greeting until you are comfortable with it being published, giving you the peace of mind that your greeting is both informative and professional for those who are trying to call you.

Change your voicemail greeting

1. In the Lync client window, click the Phone button.
2. Toward the bottom of the window, above the list of voicemails, click the Voicemail Settings button.
3. On the menu that appears, click Change Greetings.



4. Follow the audio instructions and then press 2 to record your new greeting.

