## Recording Messages for Call Handling Modes Using the Voice Mail Menus

- **Login to your voice mail:**
  - If you are on Campus, press the **Voice Mail** function key and enter your password followed by # when prompted.
  - If you are off Campus, dial 757-221-1000, enter your extension and password followed by # when prompted.

- Press 7 (Change mailbox options)

- Press 2 (Set call handling mode)

- Select the call handling mode for which you would like to record a message:
  1. Standard
  2. In a meeting
  3. Out of office
  4. Extended absence
  5. Custom

- Press 1 to record.

- After completing your greeting, you will have these options available:
  
<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Accept</td>
</tr>
<tr>
<td>1</td>
<td>Review</td>
</tr>
<tr>
<td>2</td>
<td>Re-record</td>
</tr>
<tr>
<td>3</td>
<td>Delete</td>
</tr>
</tbody>
</table>

  Press * to cancel.

- Press * to return to the main menu.

- Press 8 and then 1 to logoff.