MyPhone Portal - Greetings
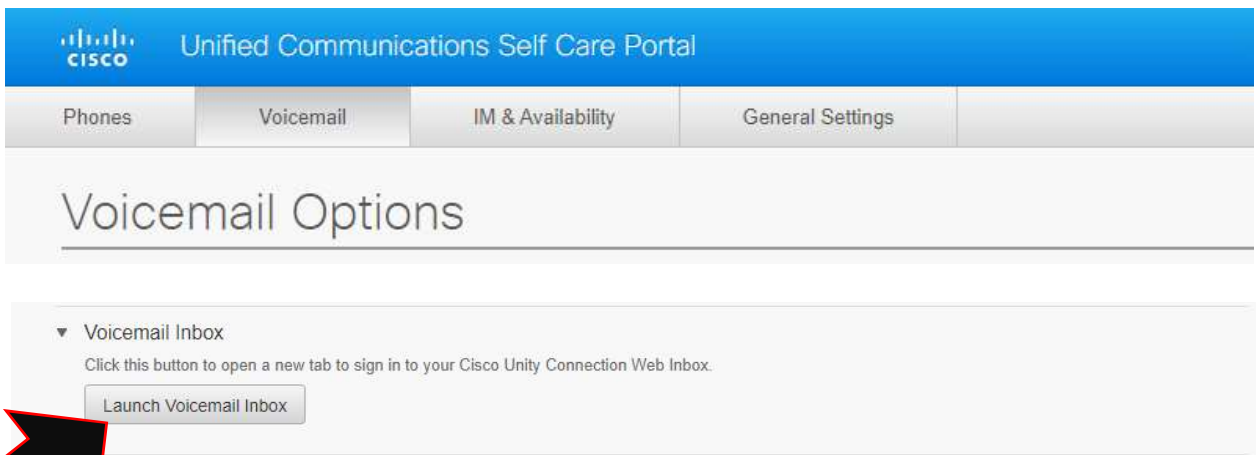## *Must be on UMB VPN*

How to set up your greeting:
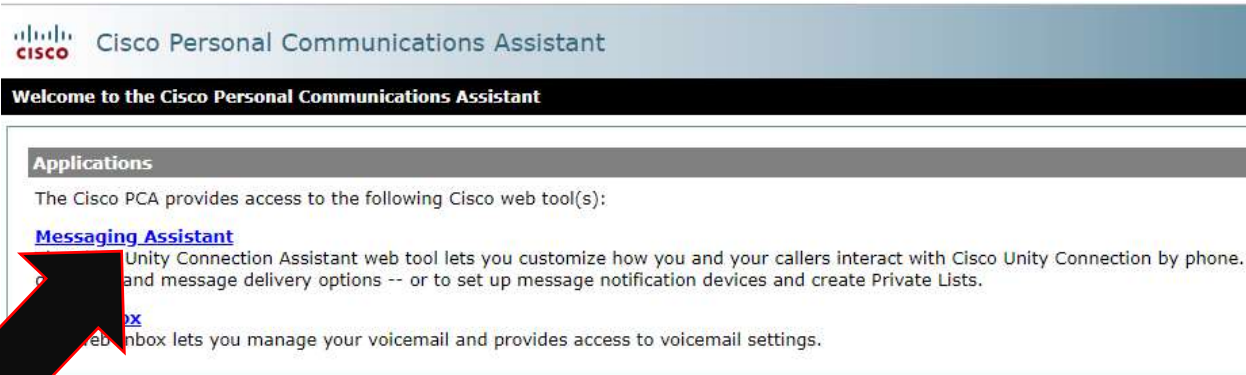
1. Log into your Myphone Portal via https://umaryland.edu/myphone

2. Click the Voicemail Tab
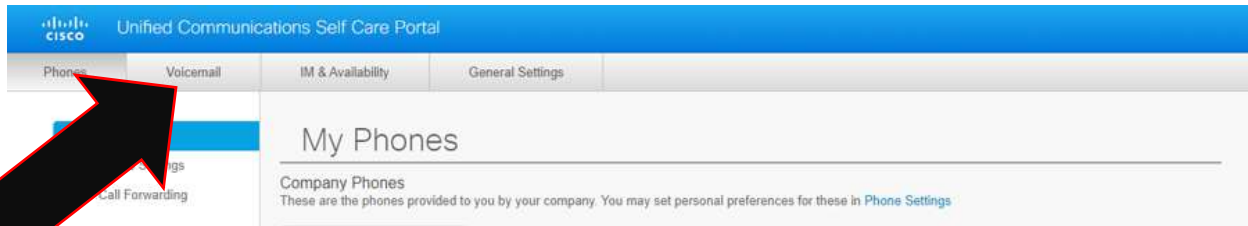
3. Under your Voicemail Options click Launch Voicemail Inbox button.

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4. This will take you to a new page. Click the <u>Messaging Assistant</u> link.

5. Click Greetings, then View Greetings
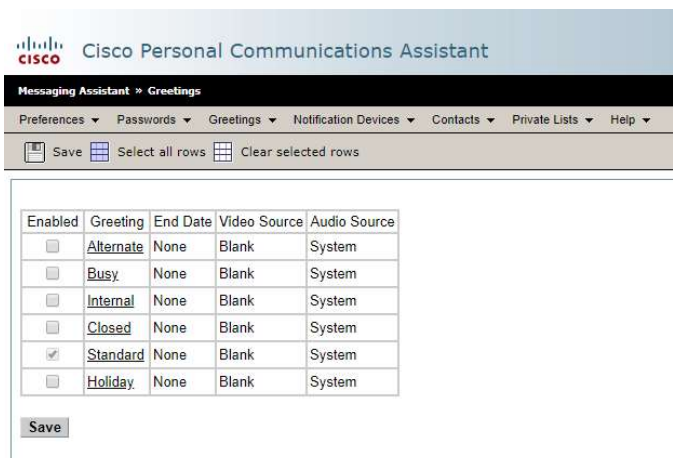
6. You can view all your different Voice Greetings here. You can enable them by selecting the check box and clicking Save. To EDIT, click on the Greeting Name (ex. Standard).
   __Alternate Greeting__ trumps Standard if selected. All other Greetings are based on Date/Time.
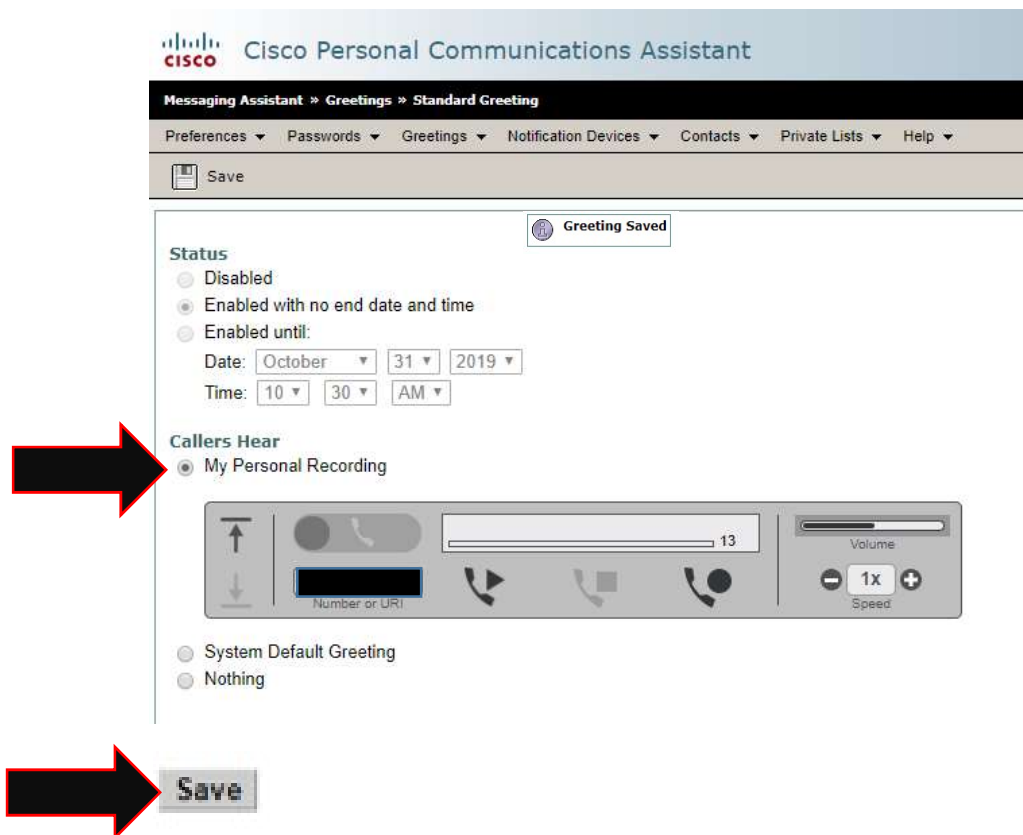
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7. To record a Greeting click on the icon. This will call your **Desk Phone**.

Once you pick up the line you will hear a BEEP. You can then record your full Greeting Message,

Hit to stop recording.

You can listen to your message from your desk phone via the play button .

Once finished click under Callers Hear →**My Personal Recording** and under Callers See →**My Personal Recording** (You have the option to also use the generic "Record Your Message at the Tone" system prompt that would play after your My Personal Recording). Then **Save.**

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