# How-To: Change Your Outgoing VM Greeting

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Guide and Video Walk-through Found Here:

https://support.ringcentral.com/s/article/9733

1. Log in to your RingCentral Online Account.

2. Go to Settings > Messages & Notifications.

3. Under User Hours, make sure Take Messages is enabled.

4. Click Edit under Voicemail Greeting to select a Default or Custom greeting.

   - Under Custom, you can record using your Phone, Computer Microphone or by Importing a recorded file.
   - Click Done to save your custom greeting.

5. Set a Message recipient. For the specific steps, see Set another User to receive your Voicemail Messages.

6. Click Save.