



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.