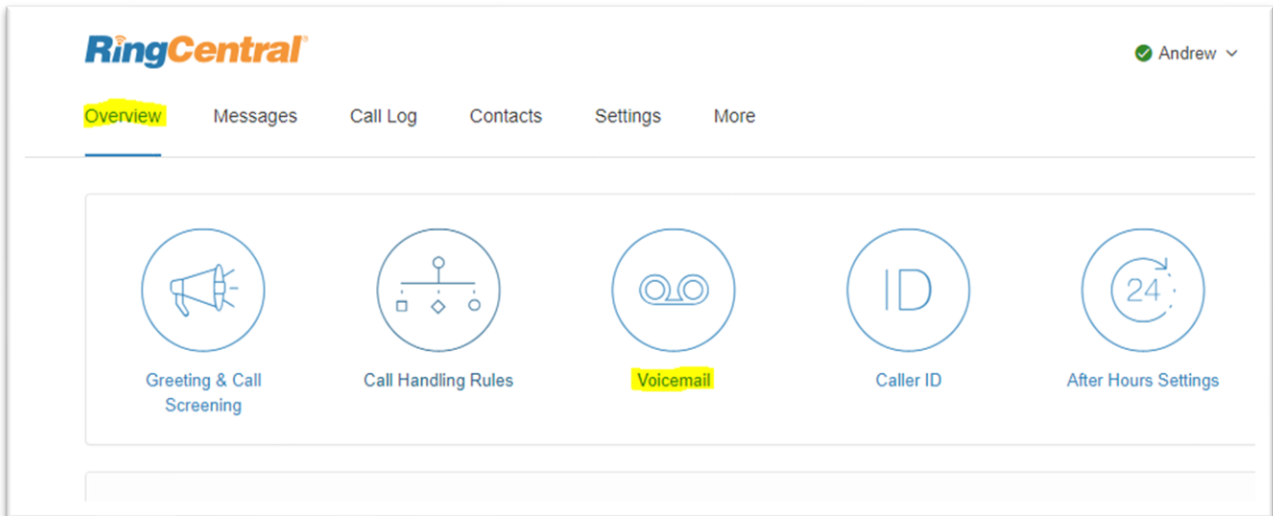


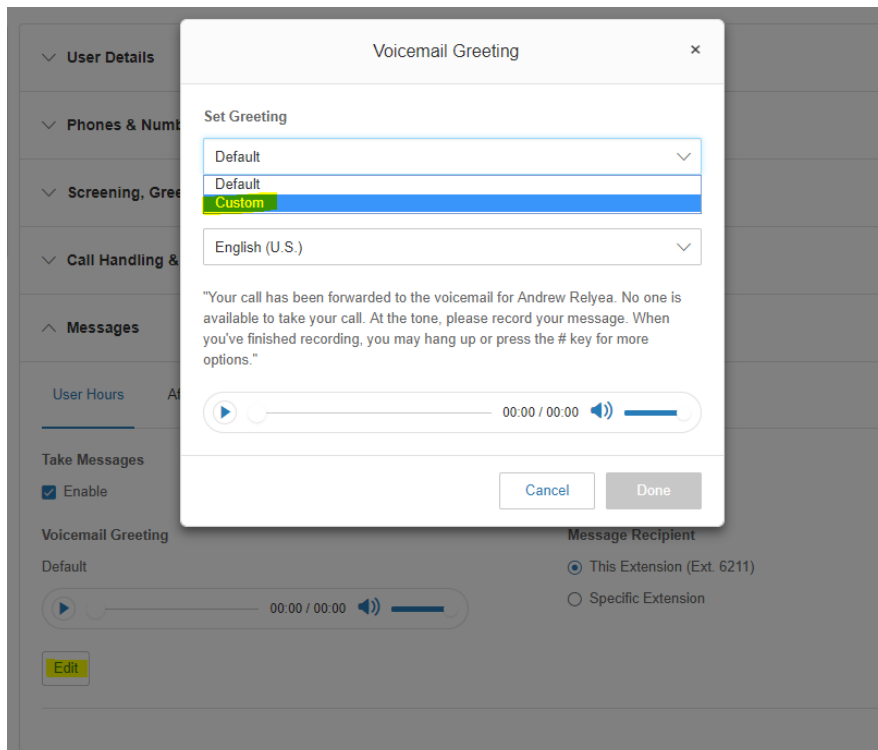
Setting Up Greeting and Voicemail in RingCentral

Step 1: Log in to <https://service.ringcentral.com> using the credentials you set up during the initial account set up

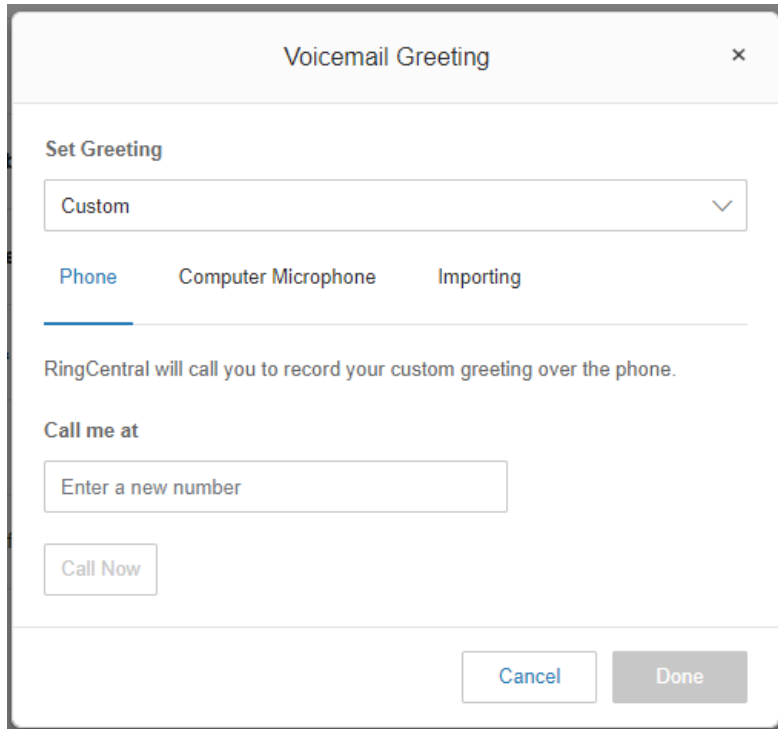
Step 2: On the 'Overview' tab select 'Voicemail'



Step 3: Under 'Messages' in the main section for your phone number click 'Edit' and select 'Custom' from the dropdown



Step 4: This is up to you, but you can choose to have RingCentral call a number (Call me at...) and offer a recording option to save, or you can select 'Computer Microphone' to use a headset or built-in microphone to record/save, or you can upload an .mp3



The image shows a 'Voicemail Greeting' dialog box with a close button (X) in the top right corner. It contains a 'Set Greeting' section with a dropdown menu currently set to 'Custom'. Below this are three tabs: 'Phone' (which is selected and underlined), 'Computer Microphone', and 'Importing'. A text instruction states: 'RingCentral will call you to record your custom greeting over the phone.' Under the 'Call me at' heading, there is a text input field with the placeholder 'Enter a new number' and a 'Call Now' button. At the bottom right of the dialog are 'Cancel' and 'Done' buttons.

Voicemail Greeting

Set Greeting

Custom

Phone Computer Microphone Importing

RingCentral will call you to record your custom greeting over the phone.

Call me at

Enter a new number

Call Now

Cancel Done

For further information/assistance, call the PSC HelpDesk at 518-327-6465 or email HelpDesk@paulsmiths.edu.