Record a greeting

To set a personalized greeting, dial **123** on your VOIPo connected phone to enter your Mailbox. Once in here, you'll listen for the prompts to enter the **Advanced Options** (option 5). Enter the **Advanced Options** and listen for the prompt to **Record a Greeting** (option 1). Choose a number 1-9 to assign this personalized greeting to and record your greeting. Save this and you should be good to go!

Alternatively you can record your voicemail greeting by dialing your VOIPo number and press the '0' key as soon as the greeting begins playback. You'll be prompted to enter your password and once logged in the prompts are the same as detailed above.