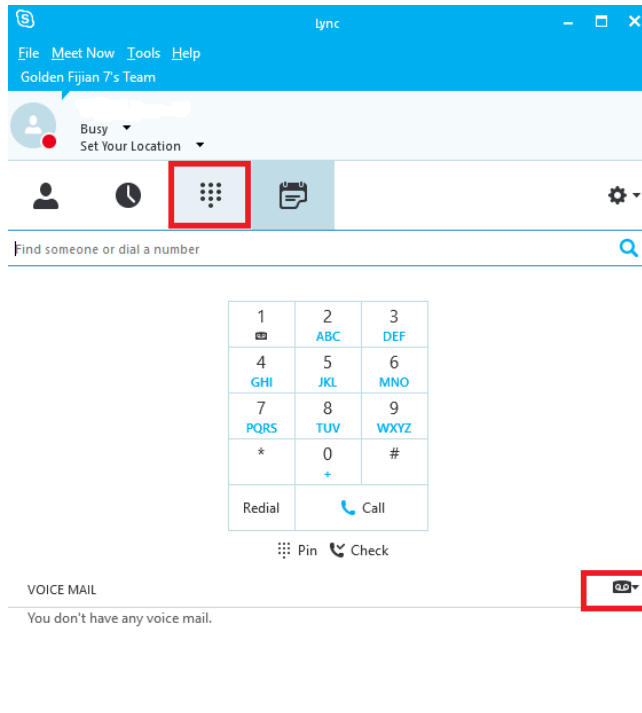





## Change Voicemail Greeting -Skype for Business (windows)

### To set your voicemail message

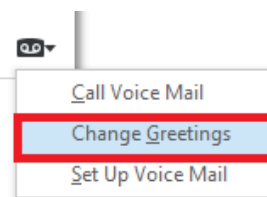
1. Open skype for Business.
2. Select the Phone icon.



3. Click on voicemail setting icon  to get the pull down menu and select “Change Greetings”

VOICE MAIL

You don't have any voice mail.



4. Call will be made to voicemail automatically, follow the voice prompts to set your voicemail greeting or change other settings if needed.

### Contact Us

For further support visit <http://icts.manukau.ac.nz/> or contact the Service Desk on 09 968 7600 option 2  
MIT Otaru, NB Block, Newbury Street, Otaru | Private Bag 94006, Manukau 2241, Auckland, New Zealand  
T 09 9687600 | E [icts.helpdesk@manukau.ac.nz](mailto:icts.helpdesk@manukau.ac.nz) | W [icts.manukau.ac.nz](http://icts.manukau.ac.nz)