

VOICE MAIL GREETINGS

Important points to remember when creating your greeting:

- (1) Identify yourself -- don't assume the caller will recognize your voice.
- (2) Be brief and to the point.
- (3) Provide information that will assist your caller (I'll be in meetings until 2:00, I'll be out of the office, etc.)
- (4) Remember to change your greeting daily.
- (5) If you have the "zero out" feature on your mailbox, be sure to include that information in your greeting.

SAMPLE GREETINGS:

1. *If you are in the office:*

"Hello, this is (NAME); today is (DAY & DATE). I'm either on my phone or away from my desk. If you'll leave your name, number and a detailed message after the tone, I'll return your call as soon as possible. If you need immediate assistance, press 0."

2. *If you are out of the office but will be checking for messages:*

"Hello, this is (NAME); today is (DAY & DATE). I'm out of the office today but will be checking for messages periodically. Please leave your name, number and a detailed message after the tone, and I'll return your call as soon as possible. If you need immediate assistance, please press 0."

3. *If you are out of the office and will not be checking for messages:*

"Hello, this is (NAME); today is (DAY & DATE). I'm out of the office today and will be unable to check for messages. If you leave your name, number and a detailed message after the tone, I'll return your call on (DAY & DATE). If you need immediate assistance, please press 0".

4. *If you are in the office but in meetings:*

"Hello, this is (NAME), today is (DAY & DATE). I'm in the office today, however I will be in meetings until (TIME). If you'll leave a detailed message after the tone, I'll return your call as soon as possible. If you need immediate assistance, please press 0".

5. *If you are on vacation:*

"Hello, this is (NAME). I'm out of the office and will return (DAY & DATE). If you need immediate assistance, please call (NAME) on (TELEPHONE NUMBER). If you would like me to contact you when I return, please leave your name, number, and a complete message after the tone, and I'll return your call on (DAY & DATE).

OR:

"HELLO, this is (NAME). I'm out of the office and will return (DAY & DATE). If you leave your name, number and a detailed message after the tone, I'll return your call at that time. If you need immediate assistance, press 0.