

## Adding a Main Number Voicemail Box Greeting



### BRIEFING

Once you have your corporate account, the first thing you will want to do is create a greeting to be used when customers call your main number.

Let's look at how you can add a recorded greeting to your main voicemail box.

### LAUNCH

You manage the corporate voicemail box from the main corporate Zang Office site.

- On your computer, record the voicemail greeting you want to use for the corporation and save it as an **MP3** formatted audio file.
- Open a web browser, go to [office.zang.io](https://office.zang.io) and enter your credentials to login. Open the Zang Office Admin app.
- On the Dashboard, click **Voicemail** .
- Click **Edit**  beside **Main Voicemail Box**. Choose **Advanced**.
- On the pop-up menu, select **Recipients** and add any contacts that you want to receive an email notification whenever a voicemail is left in the corporate mailbox. The voicemail recording will be included with the notification email as an MP3 attachment. Click **Save Changes**.
- Back on the Advanced pop-up menu, select **Greeting Media**. Upload to the server the voicemail greeting file you created earlier, or select an existing greeting if one was previously uploaded. Click **Save Changes**.

Whenever someone calls the main corporate telephone number, they will hear the recorded greeting. To change the greeting, record and upload a new MP3 file to the server.