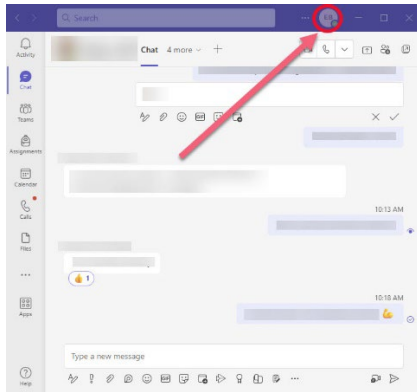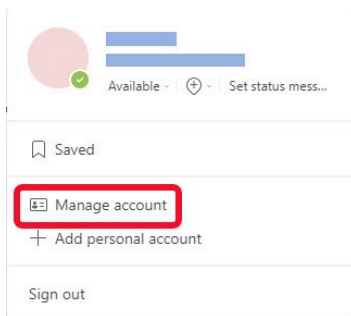# How to set up an out of office greeting for your voice mail
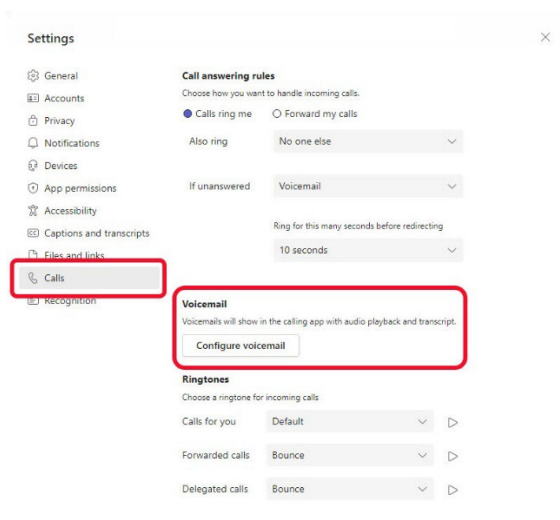
1. In Teams navigate to your profile.

2. Choose Manage account.

3. From the Calls Settings choose [Configure voicemail].

In the voicemail settings you have two options:

1. Record a greeting
2. Text-to-speech customized greeting option

In both cases if you are concerned about the message a caller will get when you don't pick up the phone, choose "**out of office greeting**" – not "custom greeting."

With the [Record a greeting] listen and follow the instructions. The message you need to record is currently not the first choice!

Voicemail

You'll find your voicemail messages and transcripts in Calls.

[Record a greeting]

Call answer rules
How would you like us to handle your calls when they go to voicemail?

Let the caller record a message ⌄

Greeting language
Which language should your default greeting be in?

English (United States) ⌄

Text-to-speech customized greeting option
Do you want to replace the default voicemail greeting with your own text-to-speech greetings? ⓘ

Your custom greeting:

Your custom out of office greeting:

Hello this is Ed, please leave a message with your name and number and I will get back to you.

Out of office greeting

[Cancel]   [OK]

NOTE: If you have a recorded message then the text-to-speech message will not be played. If you later prefer to use the text-to-speech message, the delete option for the recorded message can be found under [Record a greeting].