

## How To Set Your Out Of Office Greeting on CallXpress

**Via phone from Off Campus:** To access your own CallXpress Mailbox:

Dial 518-388-6688

Press #

Enter your own mailbox number

Enter your security code and follow steps 1 through 6 below.

**Via Office phone:** (Following the CallXpress Quick Reference Card)

Dial Ext.6688 and enter your voice mail Password (security Code).

- 1) Press 4 for User Options.
- 2) Press 1 for Personal Options.
- 3) Press 3 to Record Personal Greeting.
- 4) Press 3 to Record Out of Office Greeting.
- 5) Record your extended absence greeting and **be sure to inform callers that they will not be able to leave a message.**
- 6) Hang Up. (**Caution: You have just set your “Out of Office” Greeting and the system will not allow callers to leave messages!**)

**Via the Web:**

Enter <https://avstweb.union.edu>

Enter your CallXpress Voice Mail Box number and Security Code.

Click on personal settings.

At “Female English NA,” click on “Out of Office Greeting”.

Click on Red Circle to record and system will call your office phone.

Answer the call and at the “Beep”, record your Extended Absence Greeting and **be sure to inform caller that they will not be allowed to leave a message.**

When finished recording, click on STOP. To listen to the message you have recorded, click on PLAY. If satisfactory, click on OK and hang up the phone; otherwise, re-record by clicking the red circle again. **To enable the “Out of Office “message, check the box at the bottom of the screen and Click OK. (Caution: You have just set your “Out of Office” Greeting and the system will not allow callers to leave messages!)**