

## O365 Voice Mail Greeting

Written by: LITS Messaging Team

If you are an Office 365 user with Voicemail, please call 404.727.7100 to access all voicemail options including greetings.

Link back to [Main O365 Article](#)

### Procedures:

To access voicemail options in O365's OWA (email.emory.edu), follow the instructions below.

1. Log into Office 365's OWA (email.emory.edu) and enter your ID and password

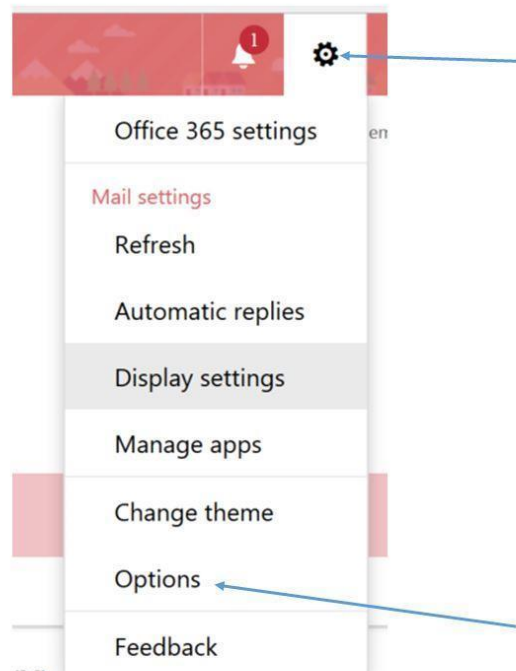


The screenshot shows the top navigation bar of the Office 365 OWA interface. It features the Emory University and Emory Healthcare logos, followed by a 'Login' button. Below the navigation bar is a login form with the following elements:

- Emory Primary Email Address:** Two radio button options:  Emory University (@emory.edu) and  Emory Healthcare (@emoryhealthcare.org).
- Username (NetID):** A text input field with an example: 'Example: mxsmith'.
- Password:** A password input field.
- Sign In:** A button to submit the login information.

Two blue arrows point to the Username and Password fields.

2. Click on the cog\gear icon in the top right corner of the screen and select "Options"



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3. Select the “General” tab followed by selecting the “Voicemail” tab. This will show you all of the OWA options available for Voicemail. Select the “Voicemail” option you are interested in. Each voicemail option gives an overview of its function after you click on it.

