Changing Voice Mail Greeting

You can change your voice mail greeting from the phone or through the Lync application.

The first way is through the phone:

1) Press and hold 1 on the phone until it dials into the voice mailbox.
2) The voice prompt will go through several options. You can wait till the voice prompt goes through all the options, or say Personal Options at any time.
3) Once in the Personal Options menu, press 2 to record your greetings

Follow the voice prompt to record or re-record your greetings.

The second way to change your greetings is through Lync:

1) Go to the phone tab on Lync (See full Lync screenshot below).
2) Click on the voice mail button
3) From the menu select Change Greetings

This will take you to a voice prompt. Follow the prompt to record or re-record your greeting.