Hosted PBX by Golden West

Uploading a Greeting

To upload a greeting

1. From the **Settings** tab of the Messages page, click the speaker icon.

2. Hover over a greeting. Options appear for editing, deleting, or renaming the greeting.

3. Next to **New Greeting**, click **Upload**.

4. Click the **Browse** button.

5. In the Choose File to Upload dialog box, select a WAV or MP3 recording from your PC, and then click **Open**.

   The path and file name appear in the Browse field.

6. Click **Upload**.

7. Click **Add Greeting** at the bottom of the Manage Greetings page, and then click **Done** to close the page.