Embrace
How to change VM in Portal

1. From PC or Cell phone go to your internet browser and go to https://pbx.itvoice.com/
2. Log in to your account ext@(yourdomain).com and Password that you have already set from welcome email

Figure 1 Select Messages, Settings and Manage (speaker icon)

Figure 2 Select Add Greeting
Manage Greetings

New Greeting: Upload
- Record

Call me at: Your Ext or Cell Number

Greeting Name: Daily Message

Call

<table>
<thead>
<tr>
<th>Index</th>
<th>Greeting Name</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Away From Desk</td>
<td>0.08</td>
</tr>
</tbody>
</table>

Figure 4 Select your new greeting from drop down menu

Greetings

Voicemail Greeting: 1 - Away From Desk

Recorded Name

Your done 😊😊