

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)

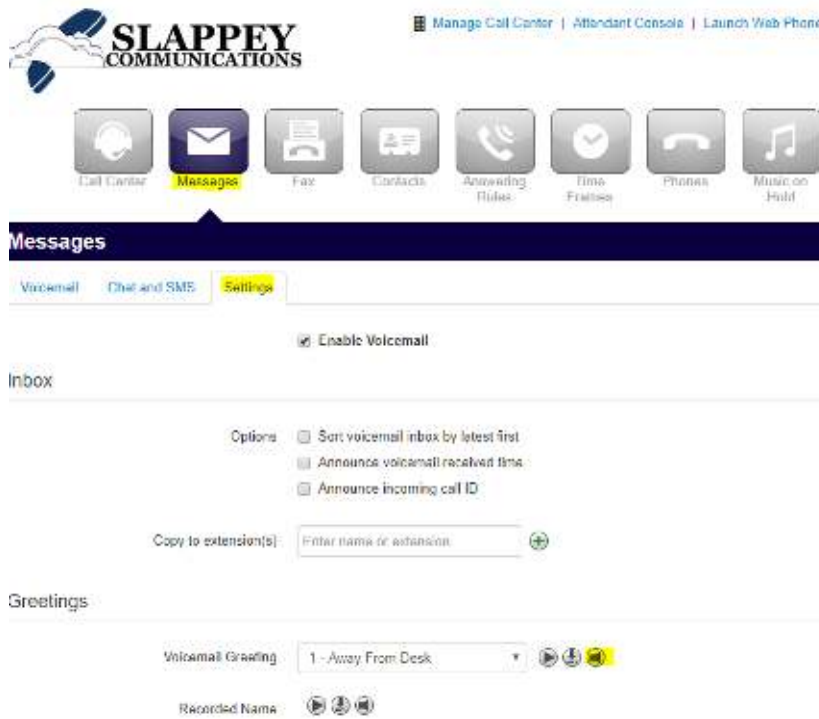


Figure 2 Select Add Greeting

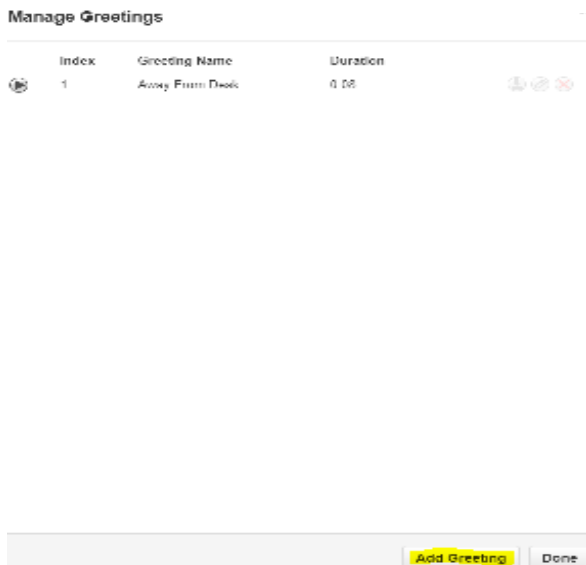


Figure 3 Enter your ext # or Cell (will call you to record) Enter a greeting name and select call

Manage Greetings

New Greeting Upload Record

Call me at

Greeting Name

Call

Index	Greeting Name	Duration	
1	Away From Desk	0:08	

Figure 4 Select your new greeting from drop down menu

Greetings

Voicemail Greeting

Recorded Name

Your done 😊