

Steps to Access your Alamo Colleges Office Phone Greeting Management from an External Phone:

1. Dial you work number: 210-486-xxxx
2. Wait for the voicemail greeting. Once the voicemail greeting starts, press "0".
You will hear the message: "Sorry, the service is temporarily not available at the moment. If you have a mailbox within the system Press "1". [This is a normal message]
3. Press "1"
4. You will be asked for your mailbox extension number. Enter your extension number: 6xxxx
5. You will be asked for your voicemail password. Enter your voicemail password.
6. Press "4" for Greeting Management and select one of the following options:
 - Press 1 to create your Extended Absence Greeting
 - Press 2 to create your Personal Greeting
 - Press 3 to create your Alternative Greeting 1
 - Press 4 to create your Alternative Greeting 2
 - Press 5 to select your Standard Greeting
 - Press 6 to select your Personal Greeting
7. Follow the appropriate prompts