



Uploading a Custom RingCentral Voicemail Greeting from OnHold.com

Before you begin, save the custom audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your RingCentral voicemail greeting.

Log in to your [RingCentral admin portal](#).

- Navigate to **Settings, Messages, User Hours, Message**.
- Below **Take Messages**, Select **Enable**.
- Under **Voicemail Greeting**, Select **Edit**.
- In the **Set Greeting** dropdown, select **Custom**.
- Click the **Record** Button.
- Select **Importing** and follow the prompts to upload your custom voicemail greeting.
- Wait for the message "*Your custom greeting was uploaded and successfully activated*".
- Click **Done**.
- Click **Save** to confirm.

You're ready to play a custom voicemail greeting to every caller via your RingCentral phone service!

Questions? Call OnHold.com at 1-888-321-8477.