



## How to Upload Your [OnHold.com](https://OnHold.com) Customized Music On Hold for 8x8 Phone Service from [OnHold.com](https://OnHold.com), Music on Hold Messaging Experts

You'll need the customized music on hold message file provided by [OnHold.com](https://OnHold.com). Your customized music on hold messaging from [OnHold.com](https://OnHold.com) will be up & running with your 8x8 service in no time!

### Uploading Your [OnHold.com](https://OnHold.com) Customized Music On Hold for 8x8 Phone Service

- Log into your Account Manager.
- Navigate to the Phone System tab and click Music on Hold from the menu on the left side of the screen.
- Click Upload New Music on Hold above the top-left corner of your Music on Hold table.
- Click the Add button and select the [OnHold.com](https://OnHold.com) music on hold message file from your computer.
- Click Upload.
- To make the [OnHold.com](https://OnHold.com) music on hold message file the default Music on Hold for your phone system, select the checkbox at the bottom.  
Note: This does not override the Music on Hold other users have selected from the Virtual Office accounts. It only applies to extensions where no Music on Hold has been selected.
- Review the text in the Electronic Signature field and click I Agree.
- The customized [OnHold.com](https://OnHold.com) music on hold message file you uploaded now appears in the Music on Hold library with a 🎵 icon, indicating that it is the default Music on Hold.

You're ready to play your [OnHold.com](https://OnHold.com) customized music on hold messaging to every caller via your 8x8 phone service!

Questions? Call [OnHold.com](https://OnHold.com) at 888-321-8477!

Instructions accurate as of 1/2018