



Uploading Custom Music On Hold from OnHold.com via Your 8x8 Admin Console

Before you begin, save the on hold audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your 8x8 music on hold.

Log in to your [8x8 Admin Console](#).

- Click **Users**.
- Click the pencil to the right of the user you wish to edit.
- Go to **Music-on-hold settings** and click **Change File**.
- In the menu, select **By Uploading an Audio File**.
- Enter the Title of your recording.
- Click the center of your screen or drag the OnHold.com custom on hold file to the **Upload your Audio File** window.
- Click **Save**.

You're ready to play custom music on hold messages to every caller via your 8x8 phone service!

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