I don't want people to be able to leave messages for me while I am away for an extended time. How do I set up my Out-of-Office Greeting?

Log into your mailbox and press **[46]** at the "Ready" prompt. You will be asked to record your Greeting after the tone and may press any key to stop the recording. You must press "#" to save your recording. Your Out-of-Office Greeting will automatically play for your next caller and you will be reminded it's activated the next time you log in to your mailbox.