Set an Extended Absence Voicemail Greeting (Out of Office Message)

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1. Dial your voicemail (3-9000 on campus, 401-863-9000 off campus)
2. Enter your password when prompted.
3. Choose Option 4 for Setup, then Option 3 to Manage Your Greetings.
4. You can set your Out of Office message to turn off and on based on a schedule. The system will ask you if you wish to apply an end date when you select an alternate greeting.