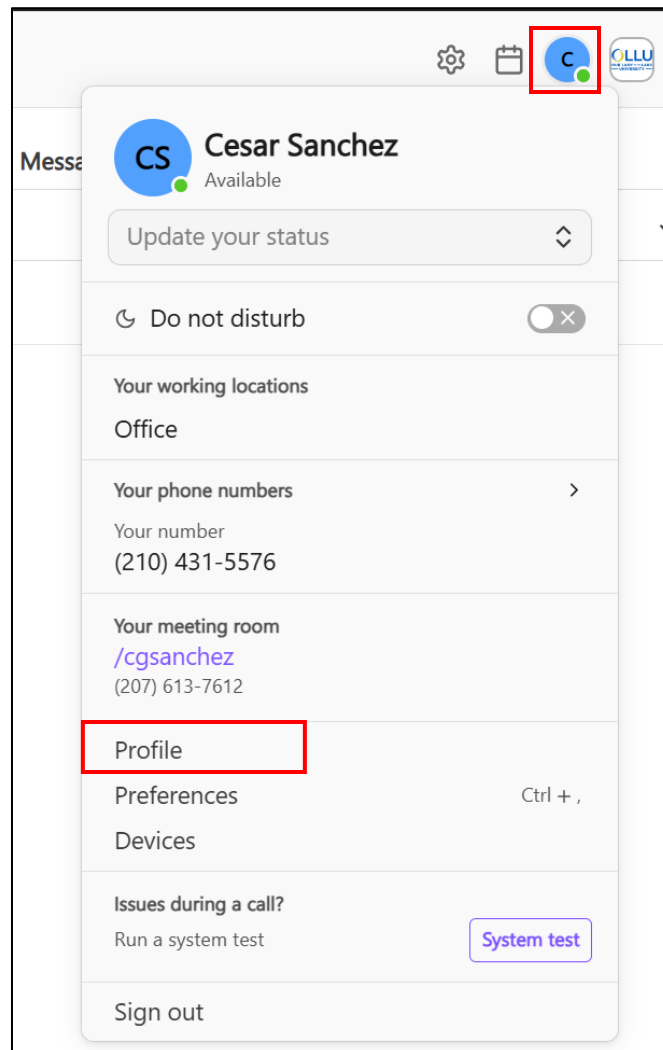


How to Record or Upload Dialpad Voicemail



With the Dialpad desktop app open, click on your initial in the top right corner and select “Profile”. This will open a tab in a browser. You may need to log in again (**Use Log in with Microsoft**)

YOUR SETTINGS

Your Profile

Cesar Sanchez
Owner
cgsanchez@ollusa.edu
[Edit Personal Information](#)

or [Use Office 365 Photo](#)

Your Dialpad Number
(210) 431-5576

Information Technology Main Line Number
(210) 431-4043

Dialpad Meetings Number
(207) 613-7612

Caller ID
Masks your caller ID for outbound calling. It does not mask the number shown for messaging.
Your Number: (210) 431-5576

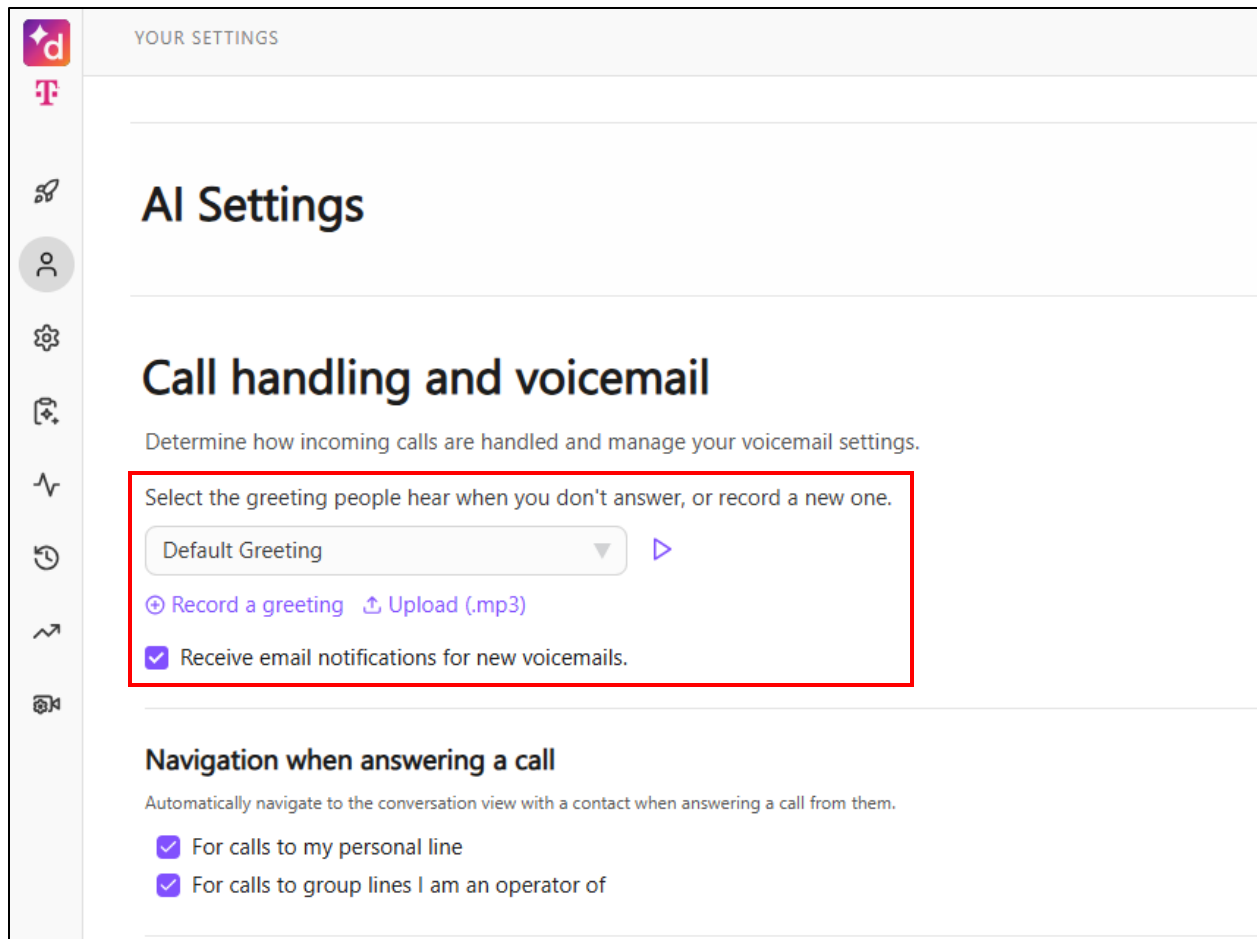
Language
English
[Manage IVR, voicemail, and AI language settings](#)

Timezone
(GMT-05:00) US/Central ☐ Display all time zones

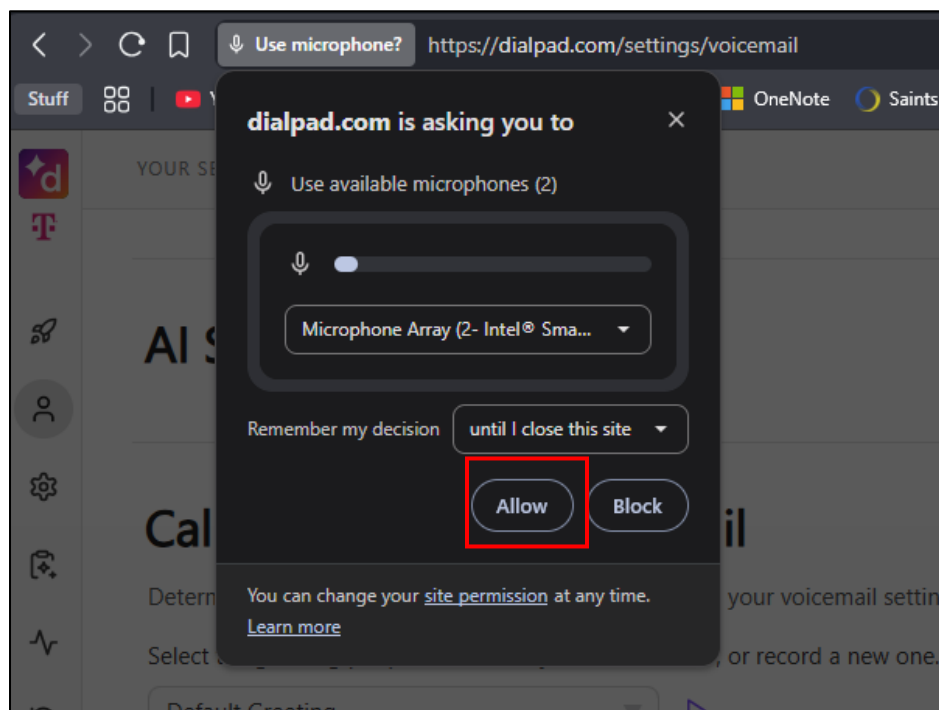
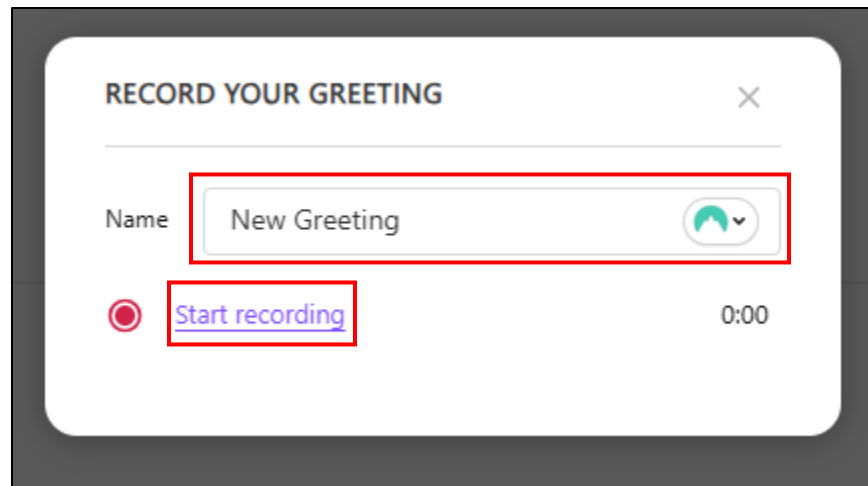
Working Location
Locations aliases help communicate your location to other users. Location addresses are used only for emergencies.
Office
411 SW 24TH ST
SAN ANTONIO, TX, 78207

Scroll Down

Once logged in, scroll down and select “Call handling and voicemail”



Select “Call handling and voicemail”, this is the section where you can record your voicemail message or upload a .mp3 file.



To record your voicemail message, select “Record a greeting” and rename your new message. Once you’re ready select “Start recording”, your browser is going to request permission to use your microphone, select “Allow” and begin recording your message.

Call handling and voicemail

Determine how incoming calls are handled and manage your voicemail settings.

Select the greeting people hear when you don't answer, or record a new one.

Test Voicemail Message ▼



[⊕ Record a greeting](#) [⬆ Upload \(.mp3\)](#)

☒ Receive email notifications for new voicemails.

Once recorded/uploaded you can play the voicemail message back with the purple “play” button, rename the message with the purple “pencil”, and delete it with the red “trash can”.

Call handling and voicemail

Determine how incoming calls are handled and manage your voicemail settings.

Select the greeting people hear when you don't answer, or record a new one.

Test Voicemail Message ▼



Default Greeting

Test Voicemail Message

Test Voicemail Message 2

Navigation when answering a call

You can also record multiple messages, to create another voicemail message, record another greeting or upload a .mp3 file, and select which one you want to use with the down caret.