

Policy :: Suggested Voicemail Greetings

It's not always easy to write your own script for your voicemail greeting, especially when you're out of the office because of an external decision such as that involving furlough days. We've prepared the following "greetings templates" to help you construct your own personalized greetings.

Standard Greetings

Hello, you have reached the office (or desk) of _____. Unfortunately, I am unable to take your call at this time. If you would leave your name, telephone number and a detailed message after the tone, I will return your call as soon as possible. Thank you.

Hi, this is _____ at Humboldt State University. I'm sorry I cannot take your call right now. Please leave a detailed message at the tone along with your name and telephone number. I'll return your call as soon as I can. Thank you.

Hello, you have reached the college of _____ at Humboldt State University. We are unable to answer your call at the present time. Please leave a message with your name and telephone number at the tone. Your call will be returned shortly. Thank you for calling.

Hello, this is _____ of the _____ department at Humboldt State University. I am not able to take your call at the moment but if you leave your name, telephone number and a brief message at the tone, I'll return your call as soon as possible. Thank you.

Out-of-Office Greetings

Hello, you have reached the voicemail box for _____ at Humboldt State University. I am out of the office from _____ to _____. During this time, messages cannot be left in this voicemail box. If you need assistance in my absence, please contact _____ at extension _____. Thank you.

Hello, you have reached the office of _____. I am currently away from the office and will return on <day of the week> <date>. This voicemail box will not accept messages during my absence. If you need assistance before I return, please call _____ at 707-826-____ or extension _____. Thank you.

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