

## Suggested Personal Voice Mail Greetings

### Ongoing

Hello, you have reached the Office of \_\_\_\_\_ at Humboldt State University. I am either on the phone or away from my desk. Please leave a message with your name and telephone number at the tone. Your call will be returned as soon as possible. Thank you for calling.

Hello, this is \_\_\_\_\_ of the \_\_\_\_\_ department at Humboldt State University. I am unable to take your call at the moment but if you will 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 Greeting

No messages can be left with this greeting. (The system does NOT inform callers that they cannot leave a message. We recommend that you address this in your greeting as well as an estimated return date and who they should call while you are out.

Hello, you have the reached the office of \_\_\_\_\_. I am currently away from the office and will not return until (enter date). This mailbox will not accept messages in my absence. If you need assistance before my return, please contact \_\_\_\_\_ at 707 826-\_\_\_\_ or extension \_\_\_\_\_  
Thank you.