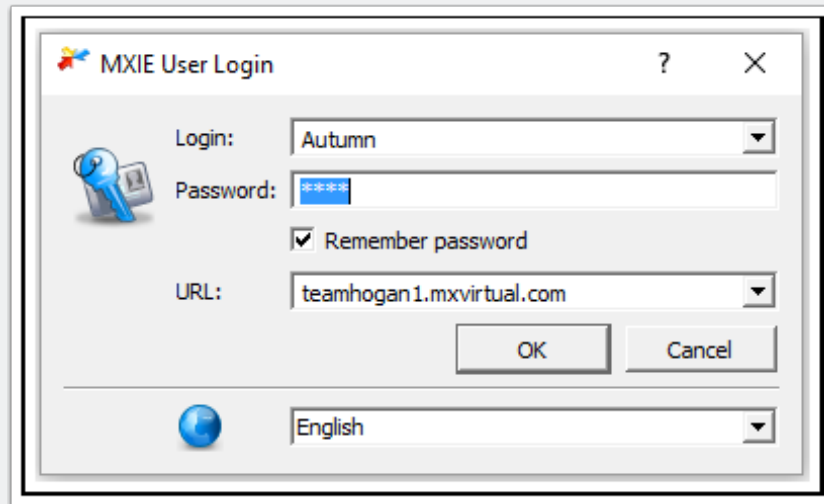


How to name your voice mail greetings

Step 1

Login to MXIE



The screenshot shows a dialog box titled "MXIE User Login". It contains the following fields and controls:

- Login:** A dropdown menu with "Autumn" selected.
- Password:** A text field with "****" masked.
- Remember password
- URL:** A dropdown menu with "teamhogan1.mxvirtual.com" selected.
- OK** and **Cancel** buttons.
- A language selection area with a globe icon and a dropdown menu set to "English".

Step 2

Select the voice mail log from the tool bar

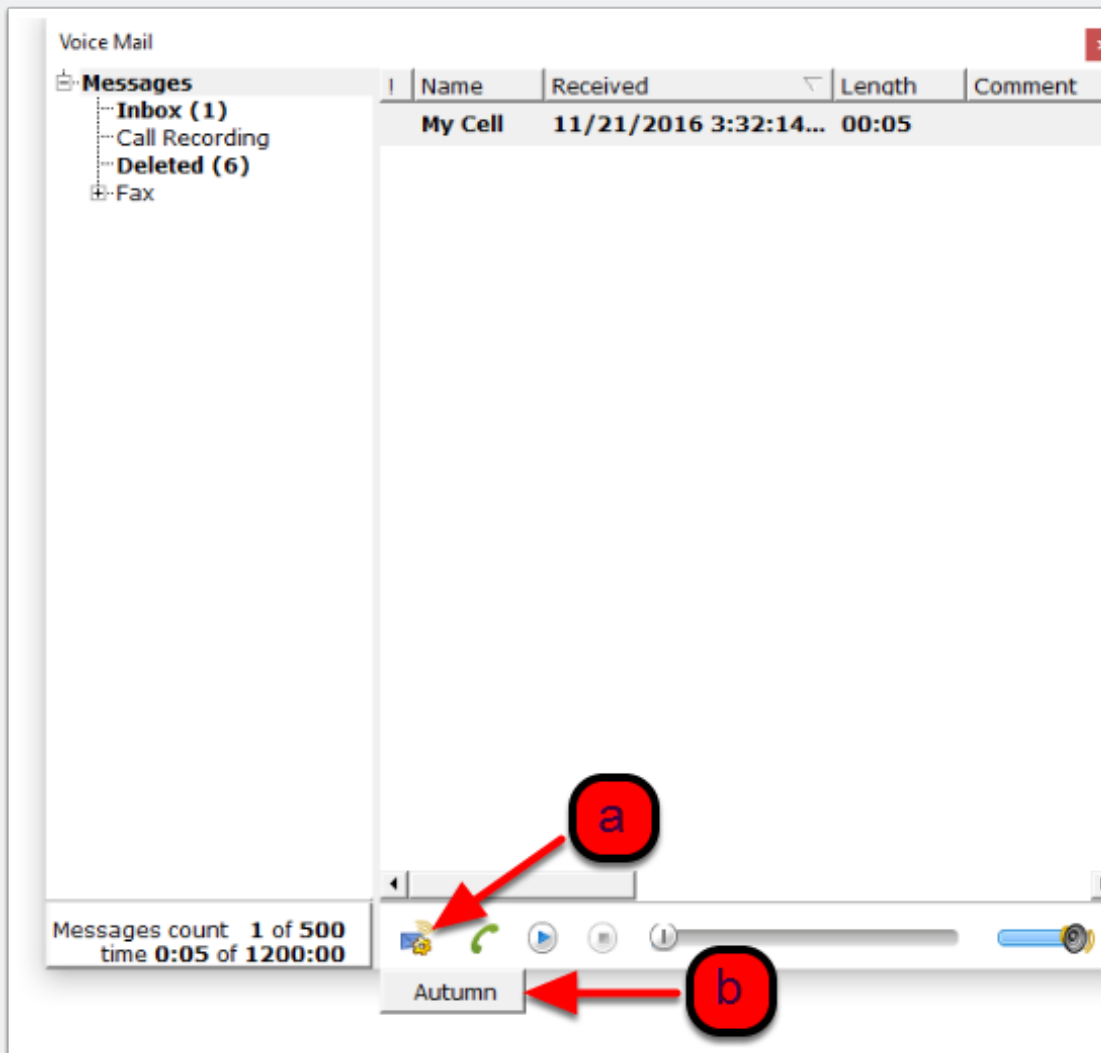


Step 3

a.) Select the settings icon in the voice mail log

How to name your voice mail greetings

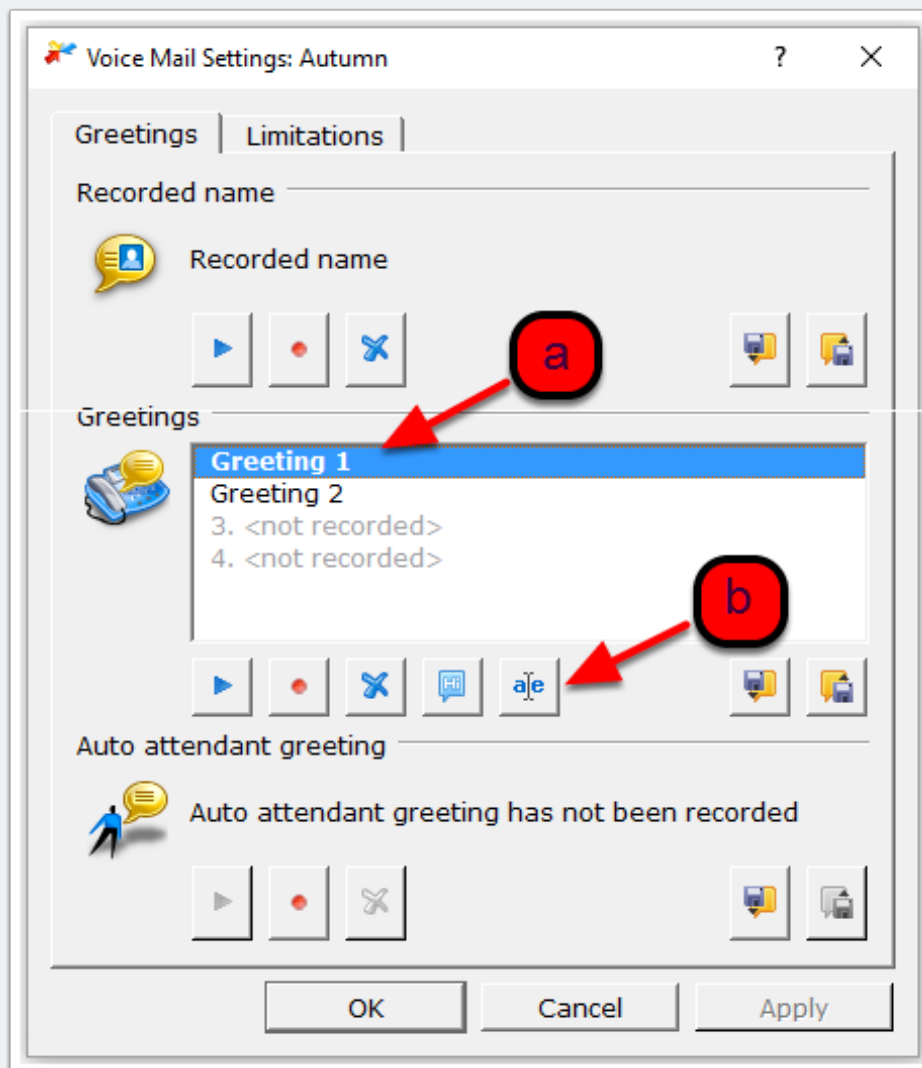
b.) Click on your user name



How to name your voice mail greetings

Step 4

- a.) Click on the greeting that you want to rename
- b.) Select the rename greeting icon



How to name your voice mail greetings

Step 5

- a.) Type in the greeting name
- b.) Select apply

