



OIT 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. For immediate assistance please press 0 to contact the operator. Or leave your name, telephone number and a detailed message after the tone, I will return your call as soon as possible. Thank you.

Hello, you have reached the office (or desk) of _____. Unfortunately, I am unable to take your call at this time. For immediate assistance please press 0 to contact the operator. Or leave your name, telephone number and a detailed message after the tone, I will return your call as soon as possible. For immediate assistance please press 0 to go back to the operator. Thank you.

Hi, this is _____ at Hocking College. 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. For immediate assistance please press 0 to go back to the operator. Thank you.

Hello, this is _____ of the _____ department/office at Hocking College. 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. For immediate assistance please press 0 to go back to the operator. Thank you.

Out-of-Office Greetings

Hello, you have reached the voicemail box for _____ at Hocking College. 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 740-753-____ or extension _____. Thank you.

Closure Greetings

You've reached _____ at Hocking College. The College is currently closed for the holidays and will reopen on _____. If you need assistance during our closure, please visit our website at www.hocking.edu forward slash holiday break for answers to frequently asked questions. Otherwise, leave a message and I will get back to you when we reopen. Thanks and have a great holiday.