

**HAZELWOOD SCHOOL DISTRICT**  
**Sample Voice Mail Greetings**

It is sometimes hard to know what to say for a mailbox greeting. You can use any message that you feel is appropriate for the caller to hear. The following greetings are only suggestions and should serve only as starting point, when you develop your own. It is a good idea to write your greeting down before you pick up the phone to make the recording.

“I’m on the phone or away from my desk at the present time. If you need to speak to someone immediately, please dial \_\_\_\_\_ (ext number) for assistance or you may leave your name, phone number and a brief message and I will call you back as soon as possible.”

“Today is Monday, July 28 and I will be in a meeting most of the morning but I will be in the office in the afternoon. If need assistance immediately, please call extension \_\_\_\_\_ (ext number) and \_\_\_\_\_ (person’s name) will be able to assist you.”

“I am attending a (meeting, class, or conference) and will be back in the office on \_\_\_\_\_ (date). You may dial \_\_\_\_\_ (ext number) for assistance or leave your name, phone number and a brief message and I will return your call when I return.”

If you need assistance with using voice mail or if you have questions, please call the Help Desk at extension 35099.