

Sola Salon Studios - Setting Up Voicemail in SalesMsg

Make sure you never miss a call. Setting up a Voicemail greeting in SalesMsg allows your Contacts to have a place to leave a message when you're unavailable. This guide will walk you through how to turn a Voicemail on and how to update the Voicemail message.

14 Steps [View most recent version](#) 

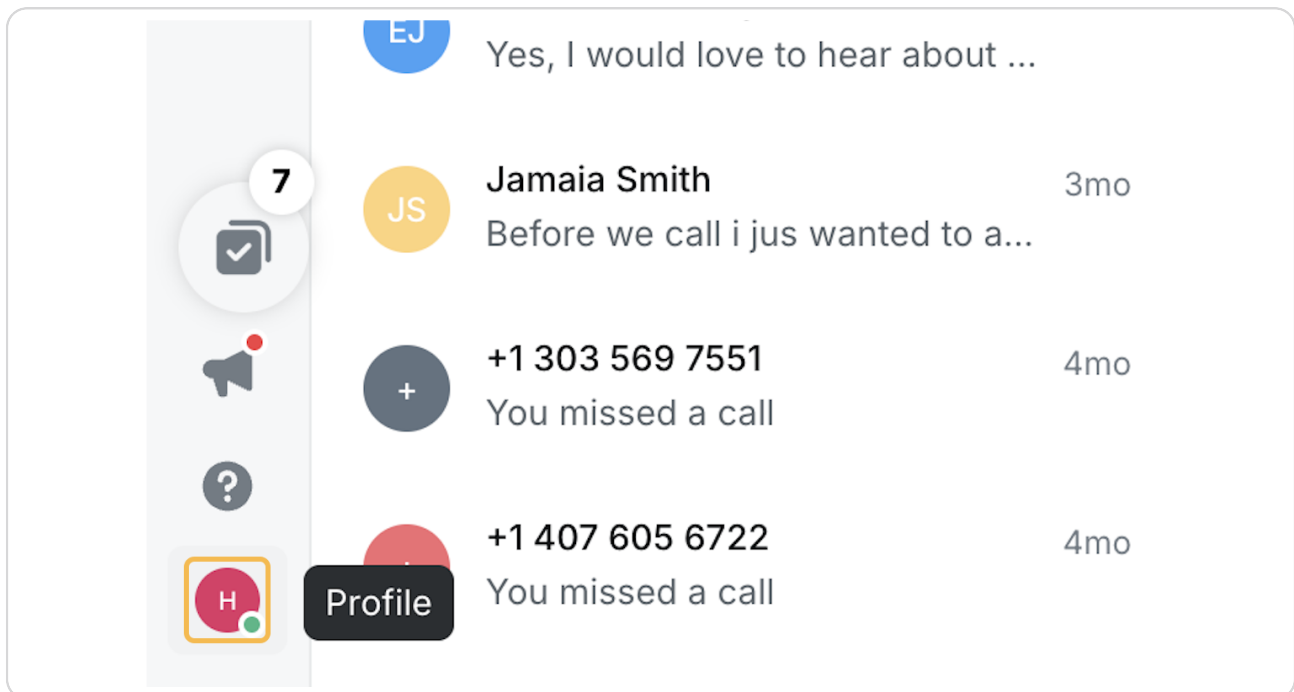
Created by	Creation Date	Last Updated
Doug Davidoff	Jun 02, 2025	Jun 02, 2025



NOTE: Voicemails are set per inbox, not per user. If you have multiple users in one inbox, they will all share the same voicemail greeting.

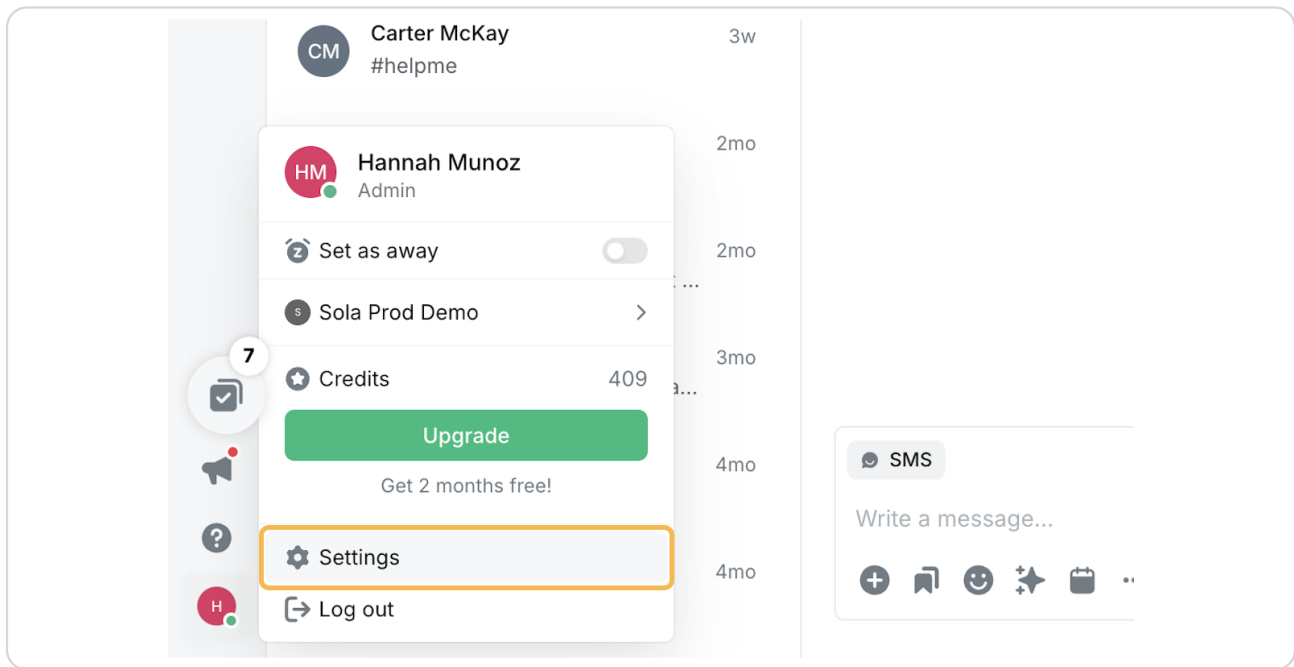
STEP 1

Click on your Profile in the bottom of the left-hand navigation



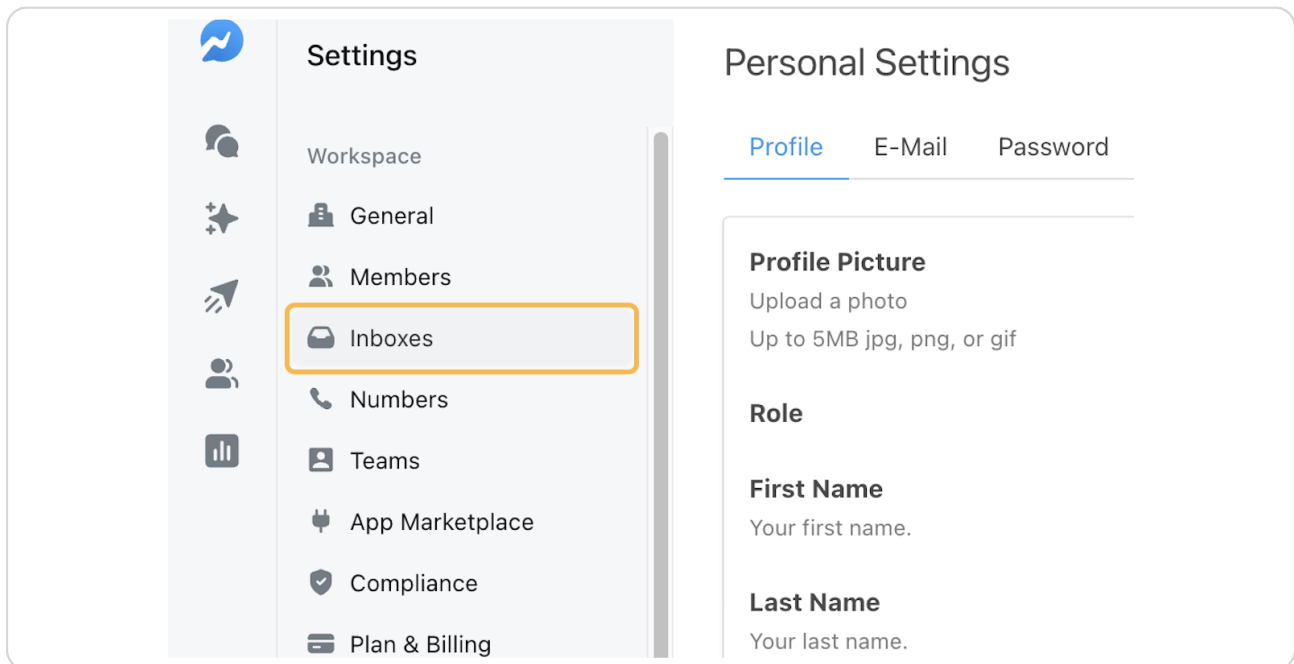
STEP 2

Click on Settings



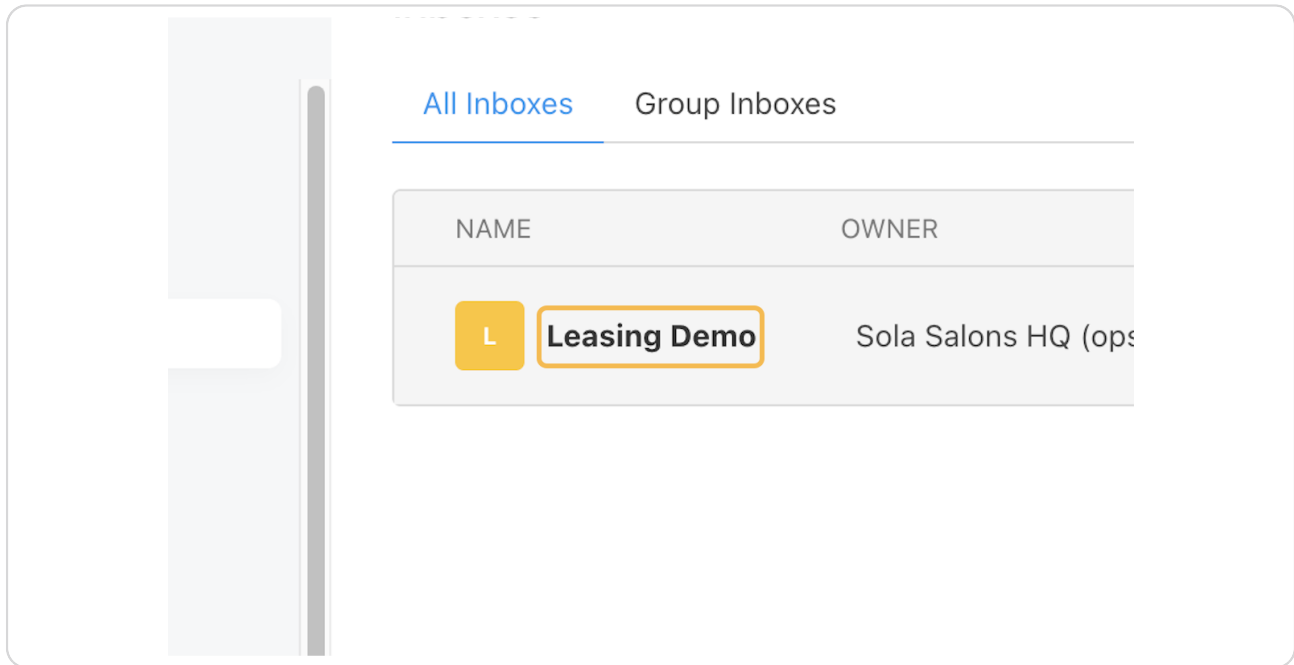
STEP 3

Click on Inboxes



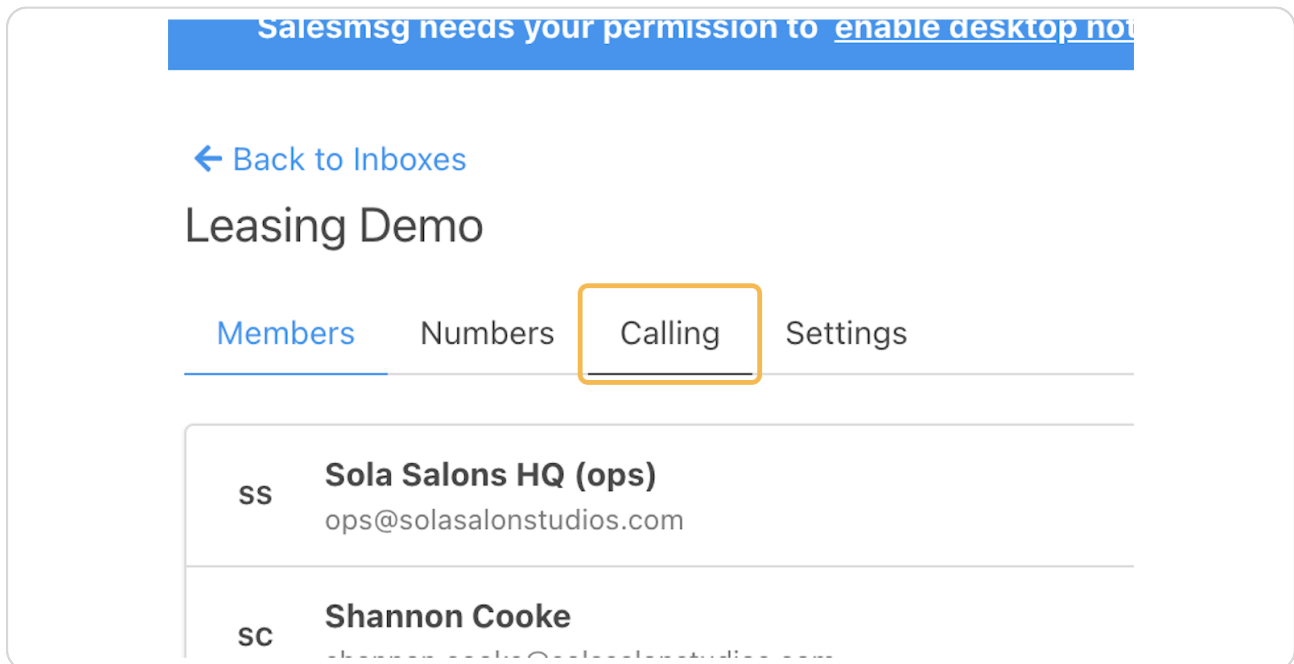
STEP 4

Click on the Inbox you want to add a voicemail to



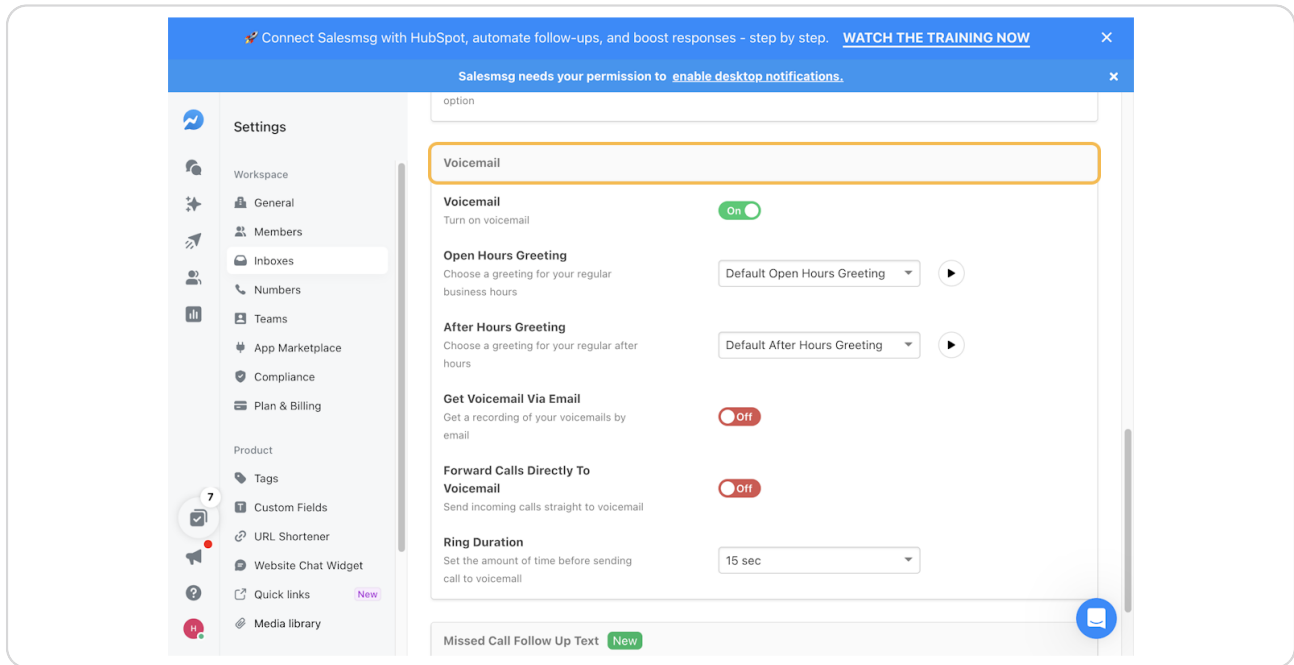
STEP 5

Click on Calling



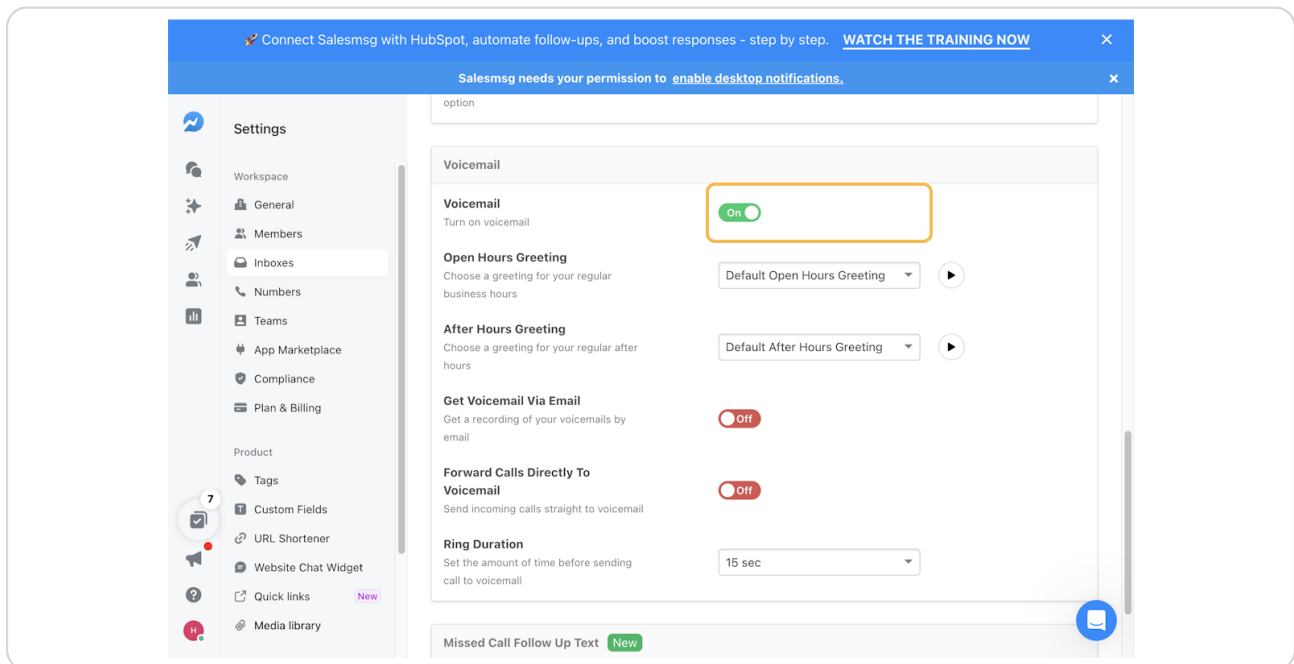
STEP 6

Scroll until you get to Voicemail



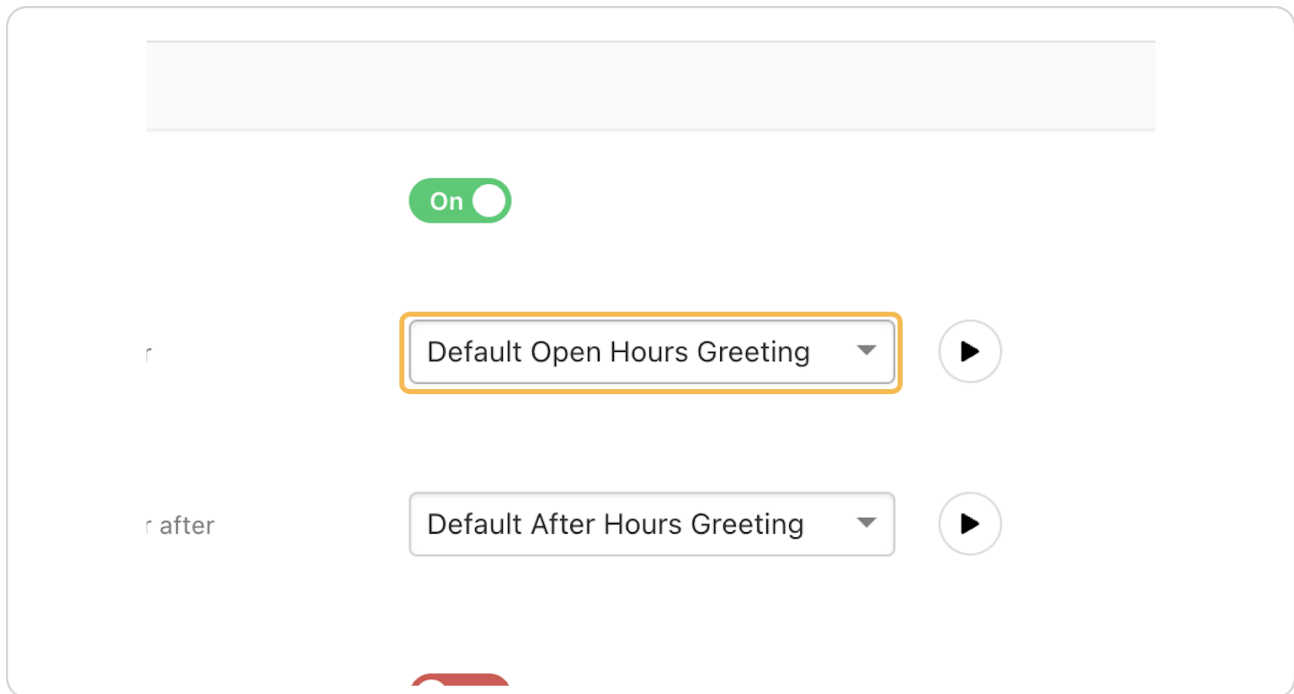
STEP 7

Toggle the Voicemail On



STEP 8

You can leave the Default Greetings or you can Click the dropdown and add a new greeting



The screenshot shows a settings panel with a light gray header bar. Below the header, there is a green toggle switch labeled "On". Underneath the toggle, there are two rows of settings. The first row is labeled "r" on the left and features a dropdown menu with the text "Default Open Hours Greeting" and a downward arrow. To the right of the dropdown is a circular button with a right-pointing triangle. The second row is labeled "r after" on the left and features a dropdown menu with the text "Default After Hours Greeting" and a downward arrow. To the right of this dropdown is another circular button with a right-pointing triangle. At the bottom of the panel, there is a small red curved line.

STEP 9

Click on + New Voicemail Greeting

On

after

by

Default Open Hours Greeting

Default Open Hours Greeting

+ New Voicemail Greeting

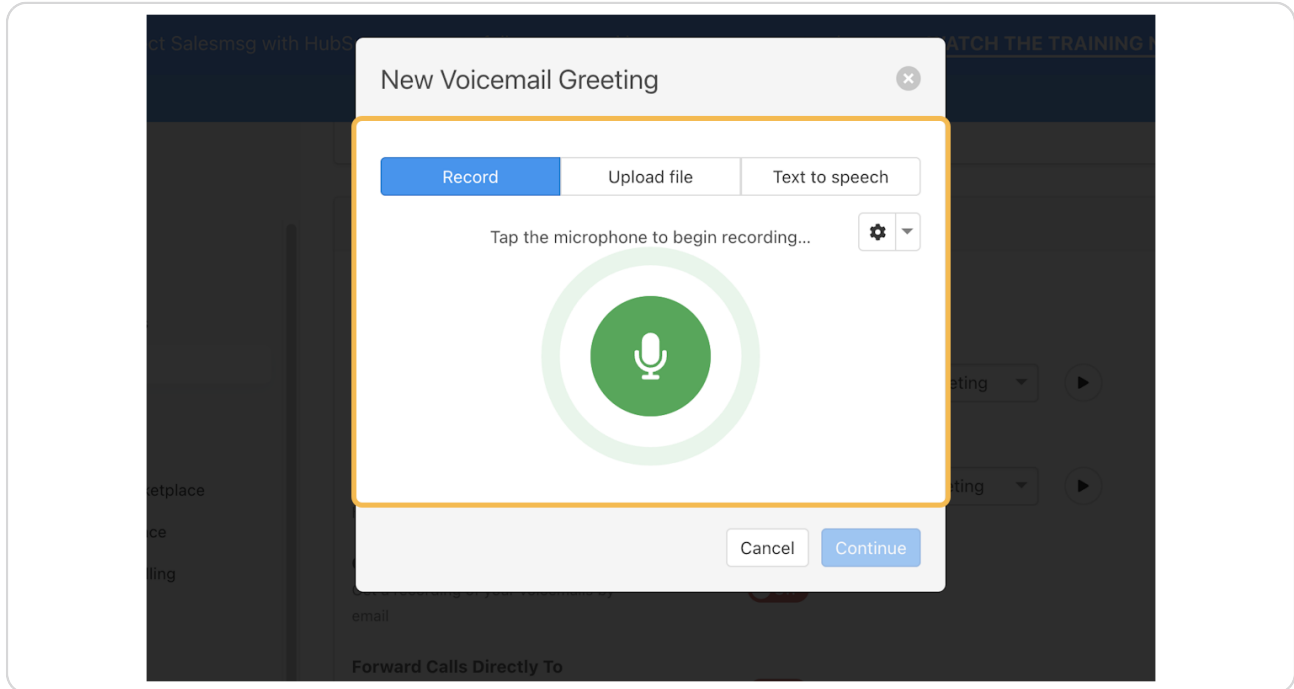
Default After Hours Greeting

Off

STEP 10

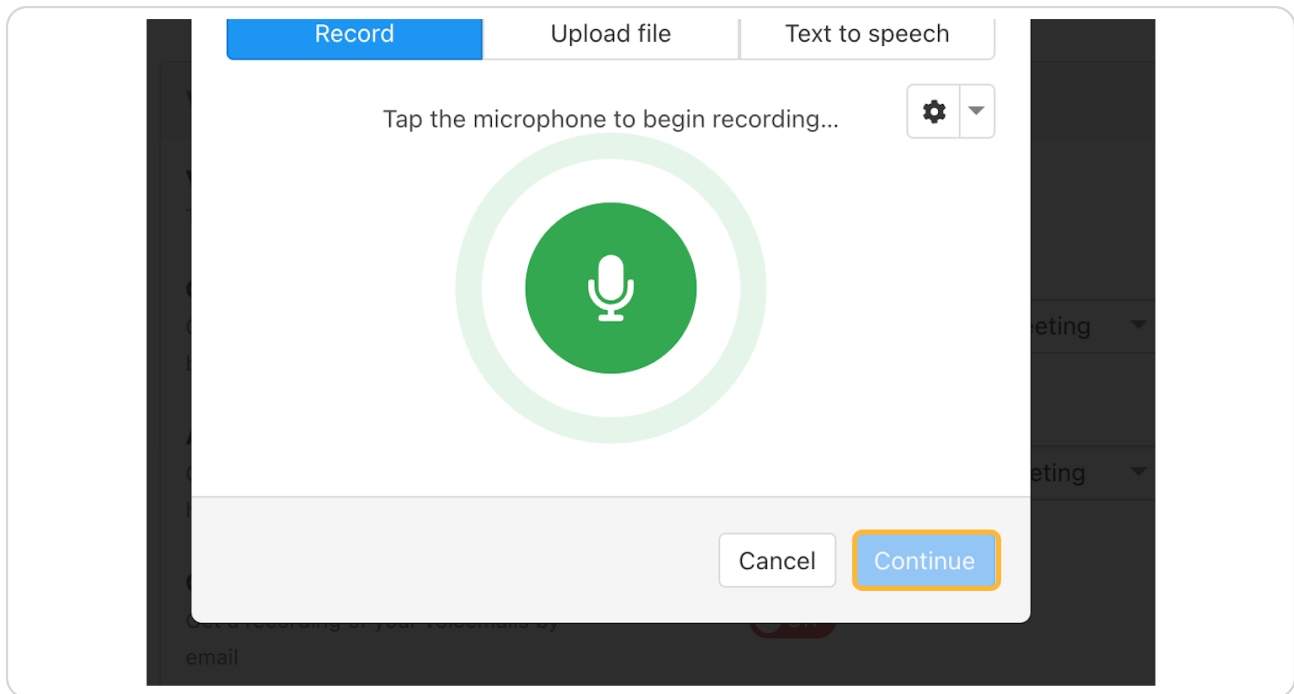
You can either Record a new voicemail, Upload a file or use Text to speech

Note: Uploading a file and Text to speech have limitations to how long the message can be.



STEP 11

When you're done, Click Continue and Follow SalesMsg's instructions to Save the new message



STEP 12

You can update the Default After Hours Greeting

A screenshot of a voicemail settings interface. At the top, there is a green toggle switch labeled "On". Below it, there are three rows of settings. The first row has a label "r" and a dropdown menu set to "Default Open Hours Greeting" with a play button icon to its right. The second row has a label "r after" and a dropdown menu set to "Default After Hours Greeting", which is highlighted with an orange border, with a play button icon to its right. The third row has a label "s by" and a red toggle switch labeled "Off".

STEP 13

Click on the dropdown and Click + New Voicemail Greeting

A screenshot of the same voicemail settings interface as in Step 12, but with the "Default After Hours Greeting" dropdown menu open. The dropdown menu shows three options: "Default After Hours Greeting" (which is currently selected), "Default After Hours Greeting", and "+ New Voicemail Greeting" (which is highlighted with an orange border). The other settings, including the "On" toggle, the "Default Open Hours Greeting" dropdown, and the "Off" toggle, remain the same.

STEP 14

Record or add your new message and Click Continue

