

DELGADO COMMUNITY COLLEGE  
VOICE MAIL GREETINGS

Your outgoing message should identify yourself, Delgado Community College, your campus (if appropriate), your department or office, and hours of operation. At the end of your message please include an emergency number to call (Campus Police). Here are a few sample messages; feel free to customize for your specific needs:

Option 1:

You've reached the office of Ann Smith, Enrollment Counselor for Delgado Community College. I'm unable to take your call at the moment. Please leave me a message and I will return your call as soon as possible. If this is an emergency, please call my cell at XXX-XXXX. If someone else can assist you please call our secretary, Mary at XXX-XXXX. Thanks.

Option 2:

You've reached the office of Ann Smith, Enrollment Counselor for Delgado Community College. I'm unable to take your call at the moment. Please leave me a message and I will return your call as soon as possible. During the summer, our office is open from 7:30 am to 6 pm, Mondays through Thursdays, and the College is closed on Fridays. If this is an emergency, please call my cell at XXX-XXXX. Thanks.

Option 3:

You've reached the office of Ann Smith, Enrollment Counselor for Delgado Community College. Our offices are closed for the Mardi Gras holidays. We will be returning on Thursday, February 10<sup>th</sup>. Please leave a message and your call will be returned as soon as possible. If this is an emergency, please call my cell at XXX-XXX. Thanks and have a safe and happy Mardi Gras.

Option 4:

You've reached the office of Ann Smith, Enrollment Counselor for Delgado Community College. I'm out of the office for the holidays, returning on Tuesday, January 4<sup>th</sup>. If this is an emergency please call my cell at XXX-XXX, or call Campus Police at XXX-XXXX. You can also leave a message at the beep and I'll return your call when I return. Thanks and have a safe and happy holiday.

Option 5:

You've reached Ann Smith, Enrollment Counselor for Delgado Community College. I'm unable to take your call at the moment. Please leave me a message and I will return your call as soon as possible. If someone else can assist you please call XXX-XXXX. Thanks.