# Change Admin Greetings Administrator

1. Sign into <https://admin.teams.microsoft.com>. In the left-hand menu, click Voice > Voice applications policies.

A screenshot of a computer

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1. In the Voice applications policies menu, check the box next to the Greetings Administrator policy and click the “Assign users” button. Search for the username of the user who will need to update greetings and then add and apply.

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1. Next, go to the Auto Attendants menu and click on the applicable “VM” auto attendant that the user needs to modify greeting for. In the Authorized User tab, click the add button, search for the user, press add and then apply.

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1. Press submit to save the changes.