

These sample scripts contain the basic information we should be conveying to callers. Individual departments may wish to add specific language.

Another place to add this information would be within an individual's email signature, if used.

Pre-Move Message, Individual-

"You have reached the voicemail box of _____.
As of <move date>, I will be located at MCC's new Downtown Campus at 321 State Street. My new phone number will be 585-685-6XXX. Until then, please leave a message and I will return your call."

-or-

"You have reached the voicemail box of _____.
Beginning with the Fall 2017 Semester, I will be located at MCC's new Downtown Campus at 321 State Street. My new phone number will be 585-685-6XXX. Until then, please leave a message and I will return your call."

-or- faculty, when off for the summer-

"You have reached the voicemail box of _____.
Beginning with the Fall 2017 Semester, I will be located at MCC's new Downtown Campus at 321 State Street. My new phone number will be 585-685-6XXX. I am now off for the summer and will not be checking messages.

Pre-Move Message, Department/Office -

"You have reached the <department of> <office of> _____.
As of <move date>, we will be located at MCC's new Downtown Campus at 321 State Street. Our new <department> <office > phone number will be 585-685-6XXX. Until then, _____."

-or-

"You have reached the <department of> <office of> _____.
Beginning with the Fall 2017 Semester, we will be located at MCC's new Downtown Campus at 321 State Street. Our new <department> <office > phone number will be 585-685-6XXX. Until then, _____."