

Prompt Preferences - Start here

Last Modified on 08/07/2026 3:07 pm CDT

The [Prompt Preferences](#) tool can be used to create default messages to be appended to delivered voice/email messages. This tool also contains settings for answering machines and implications/instructions for using each field.

Tutorials

- [Prompt preferences video](#)

How-to guides

- [Create voice message defaults](#)
- [Create email message defaults](#)
- [Record a message](#)

Reference

Administrator setup

- [Messenger settings tool rights](#)