

Department of Chemistry Voice Mail Greeting

Standard Voice Mail Greeting:

“You have reached the Department of Chemistry at the University of Houston.

For Undergraduate Advising call 713-743-2703.

For Graduate Advising call 713-743-3272.

For all other questions, please leave a message and someone will return your call.”

Extended Absence/Holiday Greeting:

When the university is closed for holidays, severe weather or other emergency, change the voice mail greeting to indicate that the university is closed.

“You have reached the Department of Chemistry at the University of Houston. The University will be closed (day, date (Thursday, November 23) through (day, date) due to (holiday break/or other reason).”