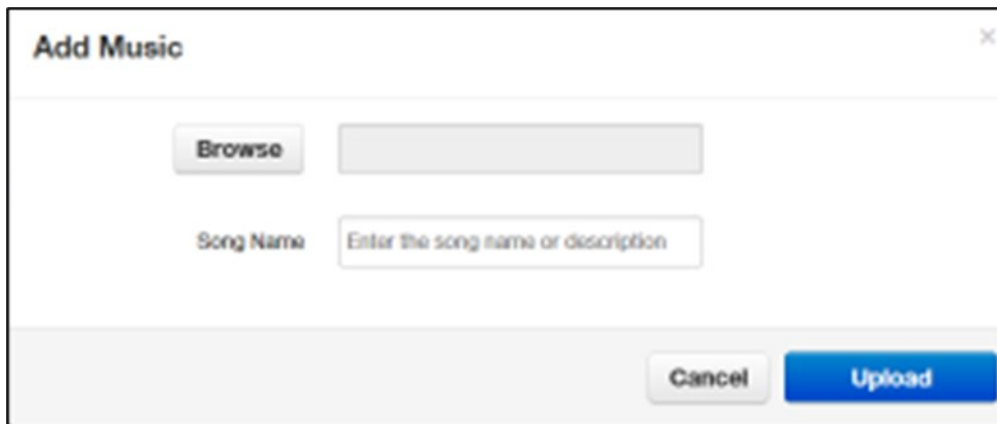# Hosted PBX by Golden West

Adding Music on Hold Files

To add music on hold files:

1. From the Music on Hold page, click **Add Music.**
    The Add Music page appears.

2. Click the **Browse** button.

3. In the Choose File to Upload dialog box, go to the location where the file you want to import is located. Click the file, and then click **Open.**
    The path and file appear in the **Browse** field.

4. In the **Song** name field, enter a name for the song.

5. Click **Upload.**
    The music file appears on the Music on Hold page.

Copyright Disclaimer
The music file must be in MP3 or WAV format, and must be properly licensed.