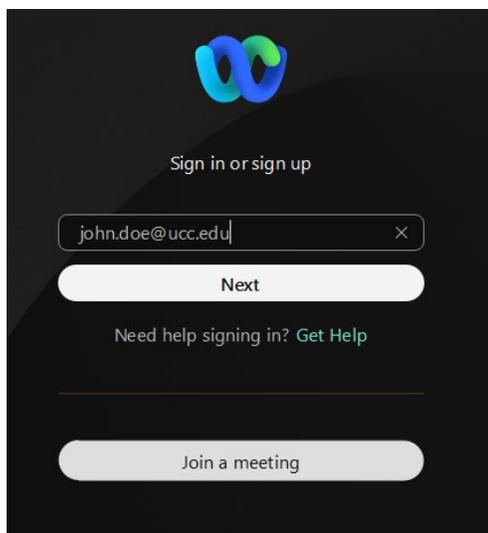
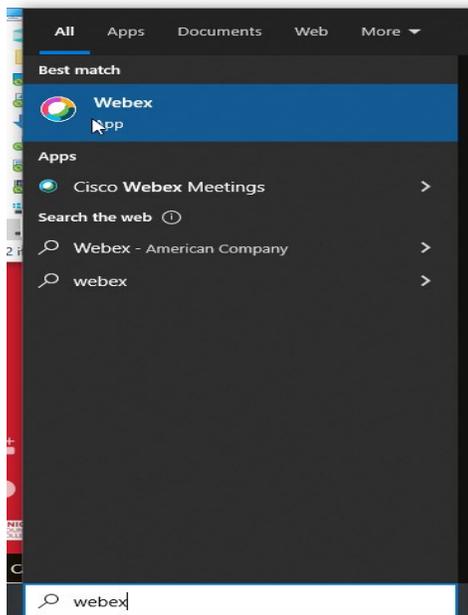


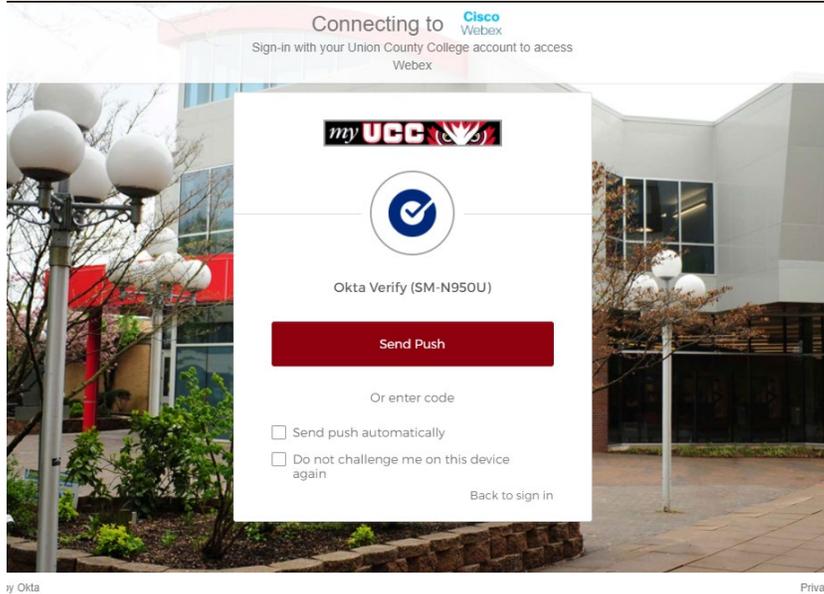
## Call Forwarding your Cisco phone through WebEx Teams

You can easily forward your Cisco phone to any phone or directly to your voicemail through WebEx Teams with a few simple steps.

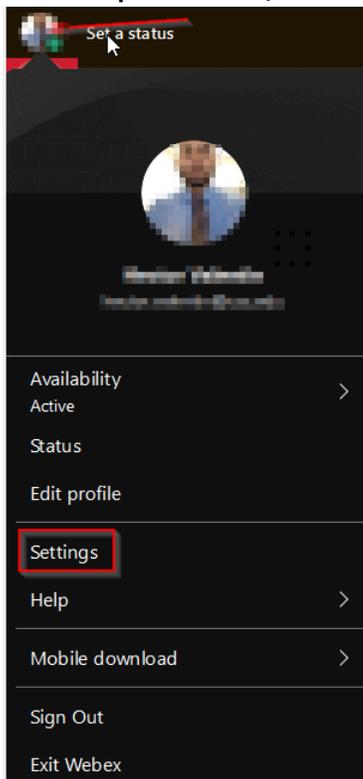
- 1) Ensure you are logged into WebEx Teams. On your computer open Webex and then open and login using your Union County College login credentials.



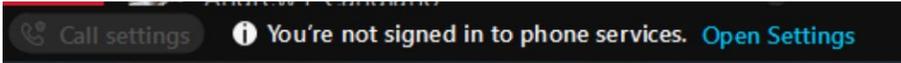
- 2) Authenticate via the OKTA page that will appear - Press the Send Push button, then click on “Yes, it is me” on your mobile phone.



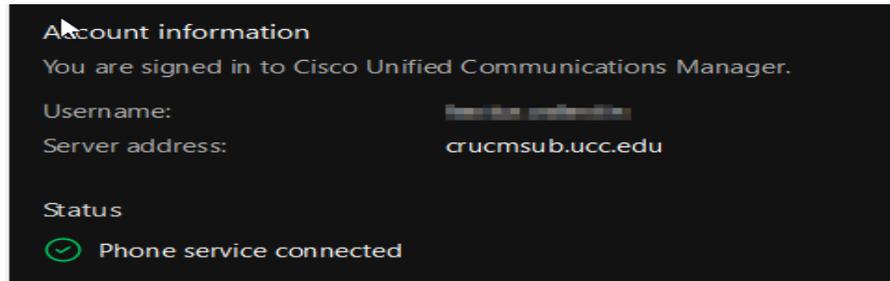
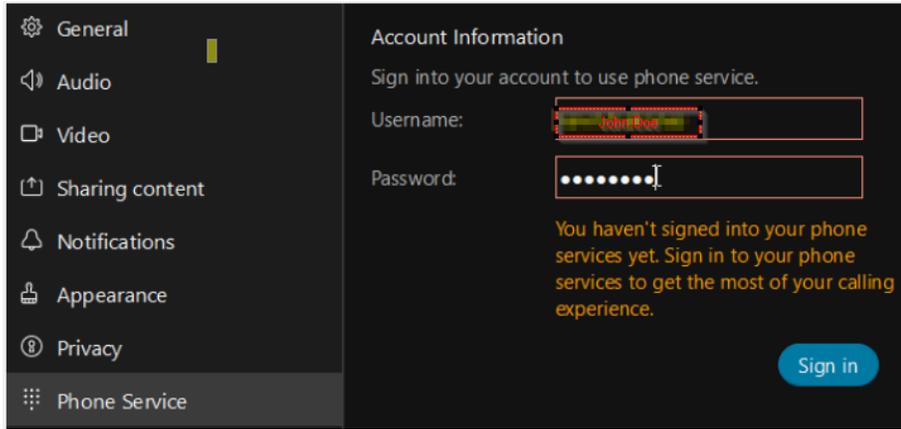
- 3) On the top left corner, left click on circle next to Set a status, then click on Settings.



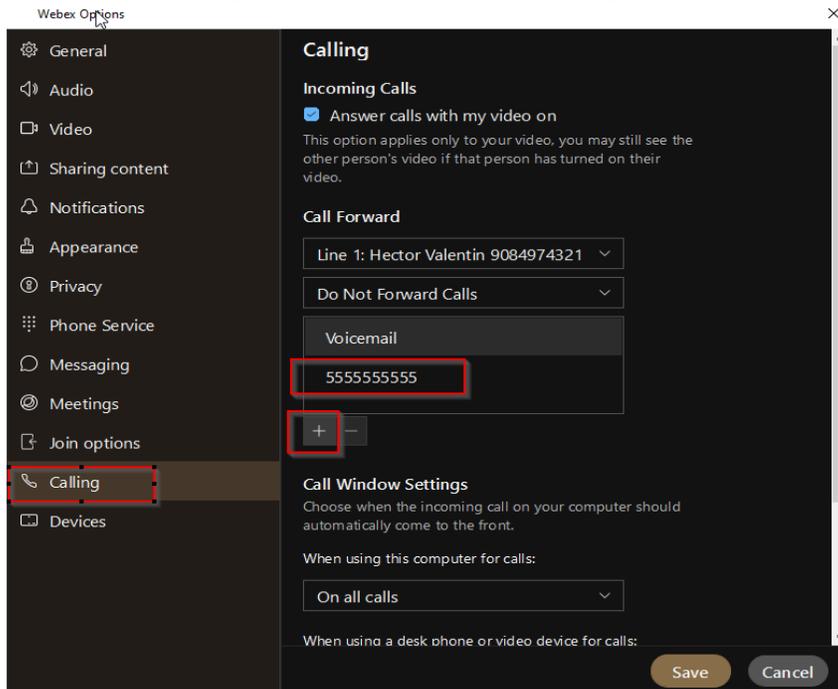
- 4) Ensure that you are signed into “Phone Service” under WebEx Options. Login using your Union County College login credentials.



Example: Username John.Doe Password \*\*\*\*\*



- 5) To configure call forwarding, Add the 10 Digit phone number that you will be call forwarding to (with no dashes) under WebEx Options > Calling > Call Forward > Plus [+] button, then Save.



- 6) Select call forward number: Again, go back to the top left corner - left click on circle next to set a status, then settings > Calling > Call forward drop down > Select the call forwarding number you added and click Save.

“91” will be automatically added to the 10-digit number (Example: 5555555555 will become 91555555555). **Note that the “91” preceding the number is required for calls to be forwarded to an outside line.**

