## Forwarding your Cisco phone through WebEx Teams

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

1- From your work computer open the webex client and click your profile button (this will either have your profile picture or your initials), then go to 'Settings"



2- The 'WebEx Teams Options' panel will then open, from there click the 'Phone Services' option and sigh in with your Union County College login credentials.

١	Webex Teams Options		:		
	General	Account Information			
⊲»	Audio	Sign into your account to use phone services.			
□ı	Video	Username:	last tuberas		
в	Calls	Password:	•••••		
¢	Notifications		Vou're signed in (Unified CM)		
4	Appearance				
	Devices				
0	Webex Meetings				
ų	Shone Services				

3- Once you are logged in, select the 'Calls' option within the 'WebEx Teams Options'. Click the 'Add' Option.



4- Type the 10-digit (no dashes) external number you want to forward your Cisco phone to in the box at the top. Click the 'Save' option at the bottom.

١	Webex Teams Options		Х		
¢3	General	Calls			
⊲»	Audio	Make and Receive Calls			
□1	Video	Start calls with video on for incoming call			
C	Calls	Forward calls to: Do Not Forward Calls ~			
Q	Notifications	5555 551234			
4	Appearance				
<u>.</u>	Devices	μş			
0	Webex Meetings				
ij	Phone Services				
		Add Delete			
Self Care Portal					
		You can set your phone preferences at Self Care Portal			
		Save Cance			

5- Click the dropdown next to 'Forward calls to:" and select the number you just saved. Then click the 'Save' Button.

1	Vebex Teams Options			×			
ŝ	General	Calls					
⊲»	Audio	Make and Receive Calls					
□1	Video	☑ Start calls with video on for incoming call					
C	Calls	Forward calls to:	Do Not Forward Calls $\sim$				
Ą	Notifications	555-555-1234	Do Not Forward Calls				
۵	Appearance		555-555-1234				
	Devices						
0	Webex Meetings						
÷	Phone Services						
		Add Delete					
		Self Care Portal					
		You can set your pho	ne preferences at <u>Self Care Portal</u>				
			Save Save	Cancel			