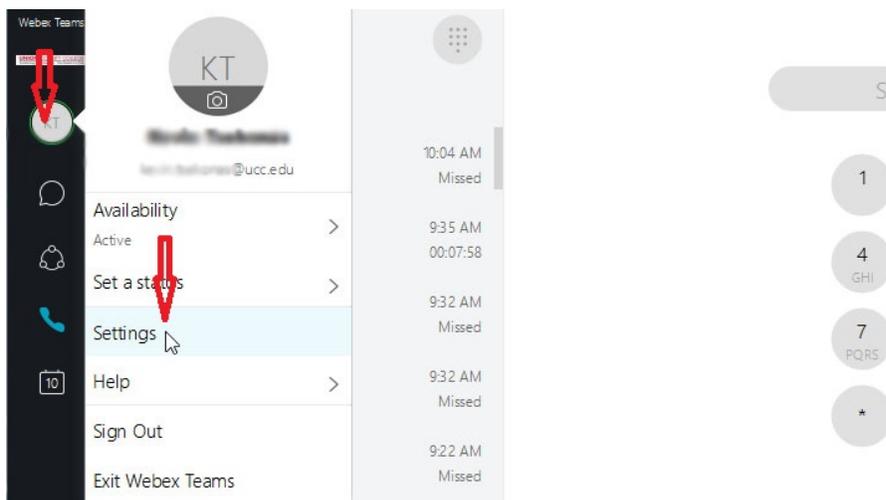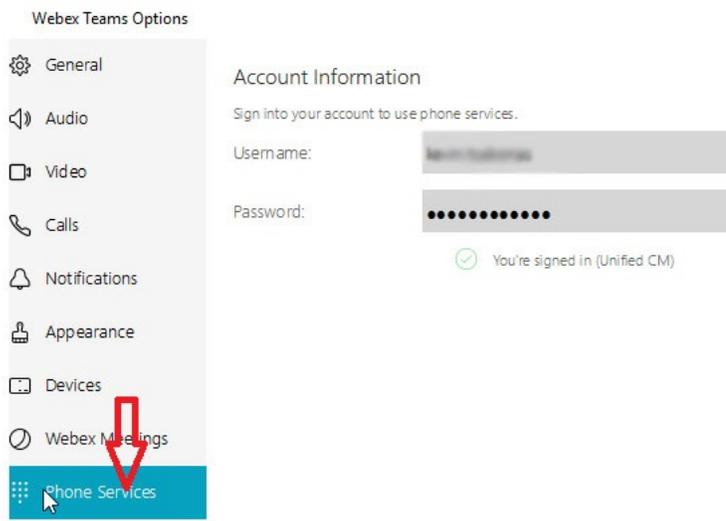# Forwarding your Cisco phone through WebEx Teams

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.

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.

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

Webex Teams Options ✕

General

Audio

Video

Calls

Notifications

Appearance

Devices

Webex Meetings

Phone Services

Calls

Make and Receive Calls

☑ Start calls with video on for incoming call

Forward calls to: | Do Not Forward Calls ⌄ |

| Do Not Forward Calls ✓ |
| 555-555-1234 | Voicemail |
| | 555-555-1234 |

Add   Delete

Self Care Portal

You can set your phone preferences at Self Care Portal

Save   Cancel