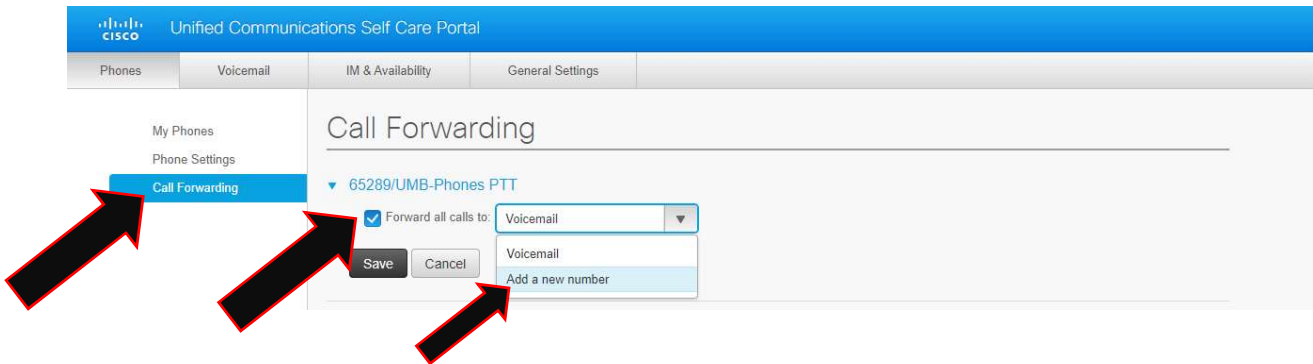# MyPhone Self Care Portal – Forwarding Extension

## *Must be on UMB VPN*

Forwarding Extension Steps:

1. Log into your Self Care Portal via https://umaryland.edu/myphone

2. Click the Phones Tab→Call Forwarding

   a. Select Forward all calls to: Add a new number
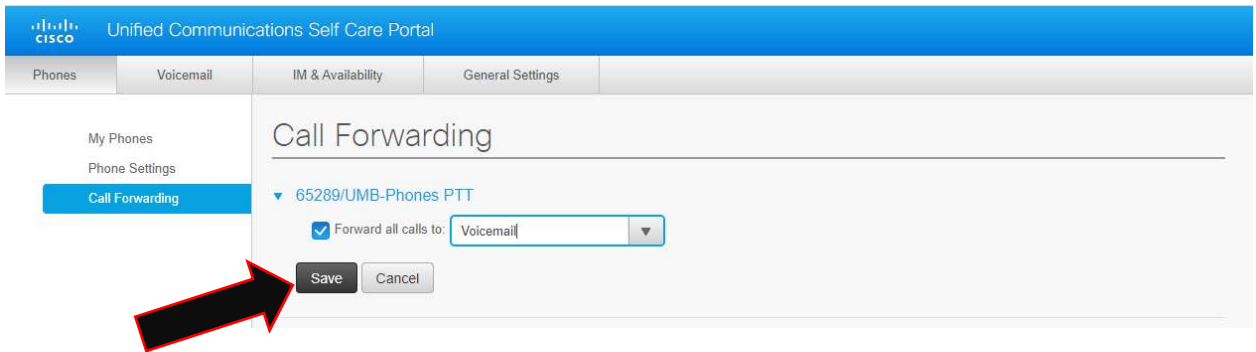   **OR**
   b. Select Forward all calls to: Voicemail

3. Put in the 5 digit extension number you wish to forward to in the format XXXXX or **9** + 10 digit for **local area codes** (ex. 410, 443) 9XXXXXXXXXX or **91** + 10 digit for **long distance area codes** (ex. long distance cell phone) 91XXXXXXXXXX.
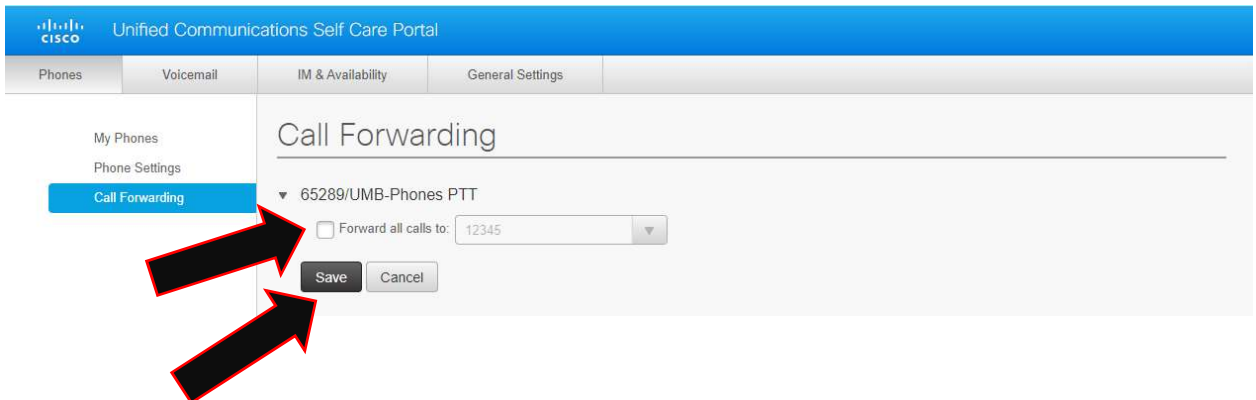

OR

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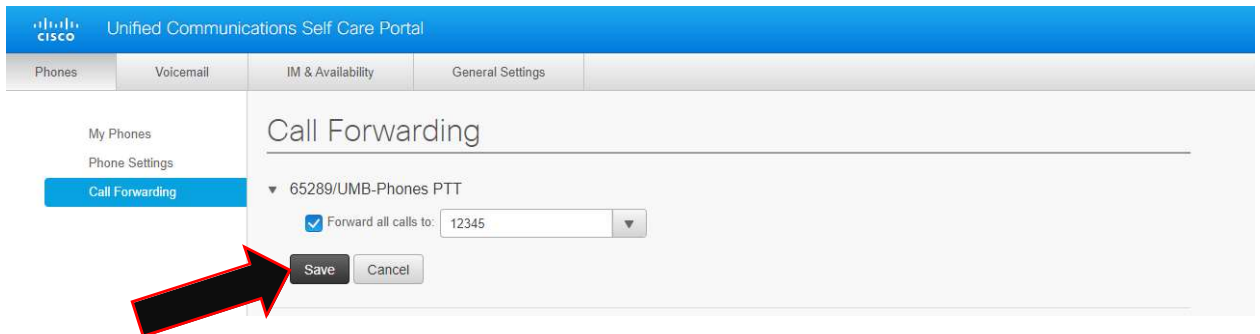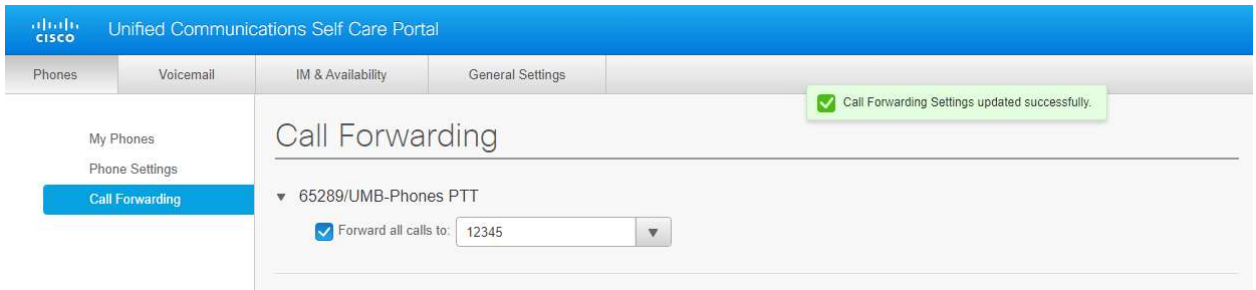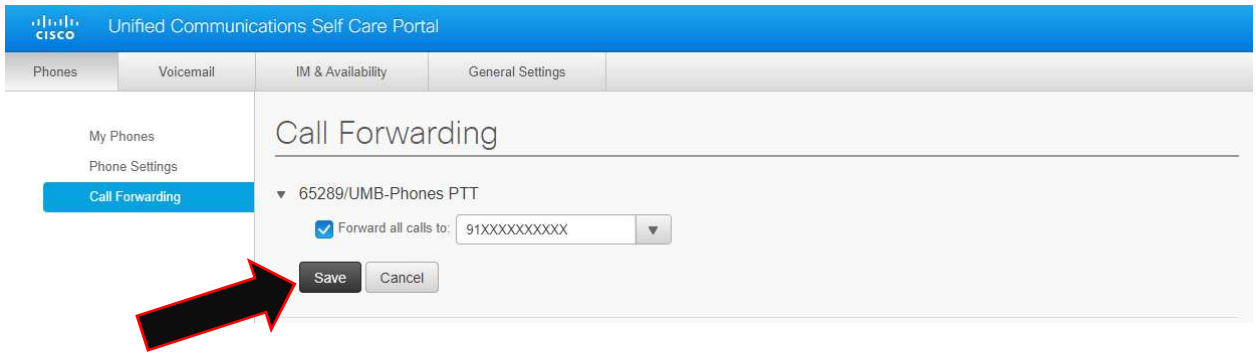
4. For Voicemail select Voicemail and hit SAVE

5. To <u>turn off</u> Call Forwarding uncheck the box and hit SAVE

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Cisco — Unified Communications Self Care Portal

| Phones | Voicemail | IM & Availability | General Settings |

Call Forwarding Settings updated successfully.

My Phones
Phone Settings
Call Forwarding

Call Forwarding

▼ 65289/UMB-Phones PTT

☐ Forward all calls to: Select or Enter a Number ▼

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