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.



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.

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□‡ Video	Answer calls with my video on This option applies only to your video, you may still see the	
Sharing content	other person's video if that person has turned on their video.	
\bigcirc Notifications	Call Forward	
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🗞 Calling	Call Window Settings	
Devices	Choose when the incoming call on your computer should automatically come to the front.	
	When using this computer for calls:	
	On all calls	
	When using a desk phone or video device for calls:	~
	Save Cancel	

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.

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