

How to forward your office phone calls

PHONE AND VOICEMAIL FORWARDING YOUR OFFICE PHONE

If you need to receive calls while you are working remotely, you can forward your office phone to another phone number.

1. Log into **VMWare Horizon**
2. Select **Cisco Phone Self Care Portal**
3. Log in using your **SRJC credentials**
4. Select **Call Forwarding** from the left menu
5. Check the box next to **Forward all calls to:**
6. Click the drop down and select **Add New Number**
7. Enter the number you wish to forward your calls to.
 - For local dialing (**9 +** seven digit phone #)
 - Example: 95555555
 - For long distance (9 + 1 + ten digit phone #)
 - Example: 917075555555
8. Click **Save**

If you subscribe to multiple lines and wish to forward all lines, please apply these steps to all other lines.