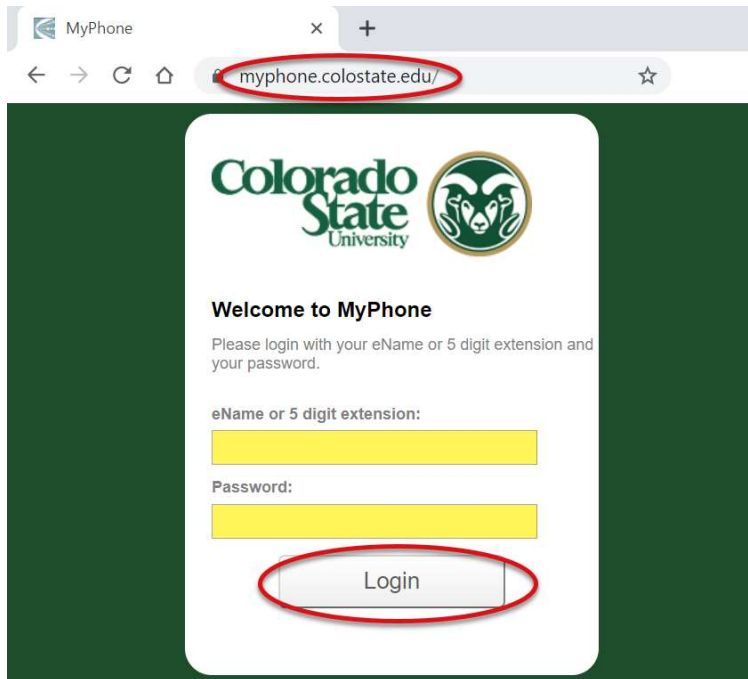# Set Personal Auto-Attendant

A personal auto-attendant allows users to use keys 0 through 9, to divert calls to another extension or phone number, when a call diverts to voicemail.

Tip: If using a personal auto-attendant, it is recommended to record a greeting that explains what each number option does.
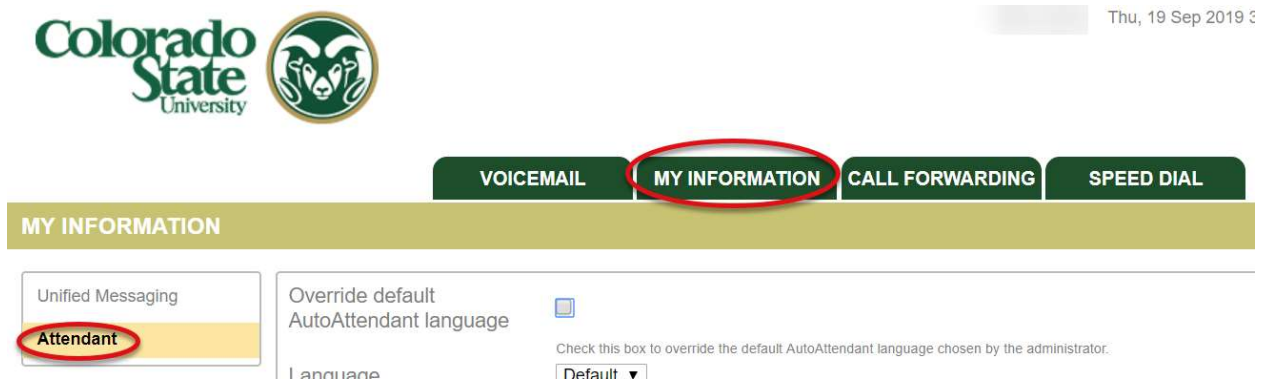
Log into MyPhone

Navigate to MyPhone.colostate.edu. Enter your eName or 5 digit extension and ePassword, then click Login.

Personal Auto-Attendant

On the MyPhone website, click on the My Information tab on the top of the screen and then select Attendant on the left navigation.

Add Personal Auto-Attendant

To add a personal auto-attendant select a dial pad number for users to select and then click the Add button.

In the textbox under extension, enter in the 5-digit extension or a phone number.

Note: When adding off campus numbers, campus dialing rules apply, so you must enter 8+7-digit phone number.

To add another personal auto-attendant, select another dial pad number and click the Add button.

In the textbox under extension, enter in the 5-digit extension or a phone number.

To apply the changes, click on the Apply button.

The Changes applied successfully text will appear on the top of the page if the changes were saved.

Remove Auto-Attendant Number

To remove an auto-attendant number, place a check in the checkbox next to the number and then click on the Remove button. Click Apply to save the changes.