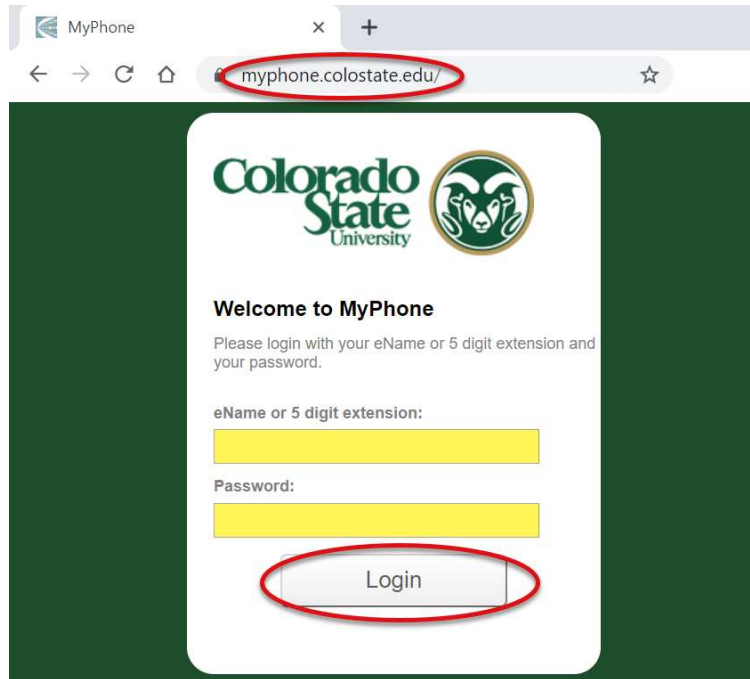


Set Call Forwarding & Schedules

Log into MyPhone

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



MyPhone

myphone.colostate.edu/

Colorado State University

Welcome to MyPhone

Please login with your eName or 5 digit extension and your password.

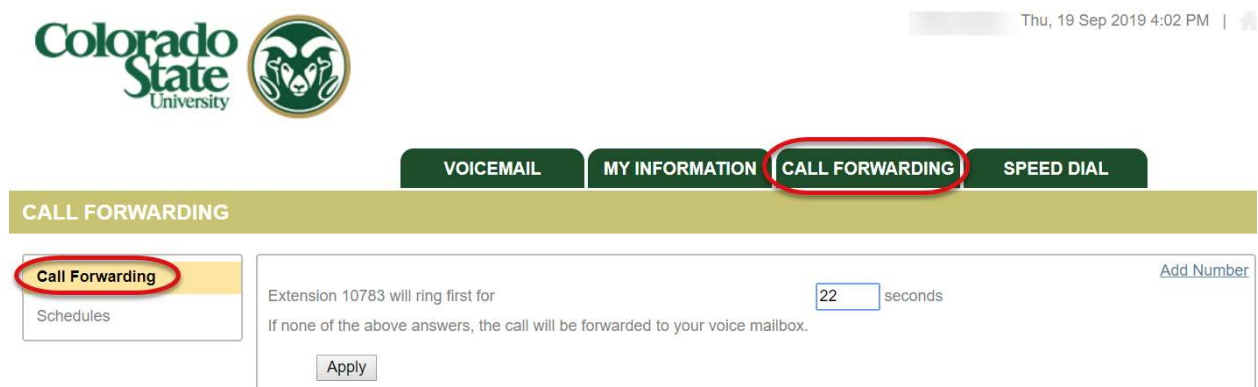
eName or 5 digit extension:

Password:

Login

Call Forwarding

On the MyPhone website, click on the Call Forwarding tab on the top of the screen.



Colorado State University

Thu, 19 Sep 2019 4:02 PM

VOICEMAIL MY INFORMATION **CALL FORWARDING** SPEED DIAL

CALL FORWARDING

Call Forwarding

Schedules

Extension 10783 will ring first for seconds [Add Number](#)

If none of the above answers, the call will be forwarded to your voice mailbox.

Apply

Add a call forward number

To add a call forward number, click on the Add Number link on the upper right side of the screen. Choose to have the forwarded phone to ring only if there is no response, or at the same time as your extension. Enter in the number to forward to (campus dialing rules apply), and how long to have the phone ring for.

Extension [redacted] will ring first for 22 seconds [Add Number](#)

Always ▾ Enabled ▾ **If no response ▾** forward to 11234 ring for 30 seconds. [Delete](#)

If none of the above answers, the call will be forwarded to your voice mailbox.

[Apply](#)

To add another number, click on the Add Number link on the upper right side of the screen. Choose to have the forwarded phone to ring only if there is no response, or at the same time as your extension. Enter in the number to forward to (campus dialing rules apply), and how long to have the phone ring for.

Extension 10783 will ring first for 22 seconds [Add Number](#)

Always ▾ Enabled ▾ **At the same time ▾** forward to 11234 ring for 22 seconds. [Delete](#)

Always ▾ Enabled ▾ **If no response ▾** forward to 89881234 ring for 30 seconds. [Delete](#)

If none of the above answers, the call will be forwarded to your voice mailbox.

[Apply](#)

Click Apply to apply the changes.

Schedules

Schedules are used for time-based call forwarding. Users can define several schedules that allow flexible forwarding rules.

On the MyPhone website, click on the Call Forwarding tab on the top of the screen and then select Schedules on the left navigation.

Colorado State University Thu, 19 Sep 2019 4:06 PM |

VOICEMAIL **MY INFORMATION** **CALL FORWARDING** **SPEED DIAL**

CALL FORWARDING

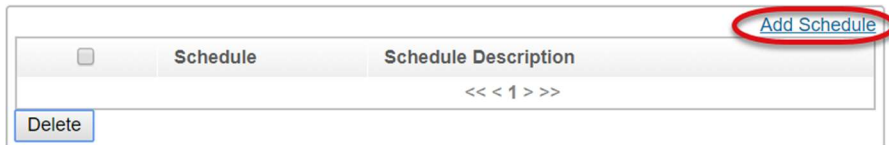
Call Forwarding [Schedules](#) [Add Schedule](#)

Schedule	Schedule Description
	<<< 1 >>>

[Delete](#)

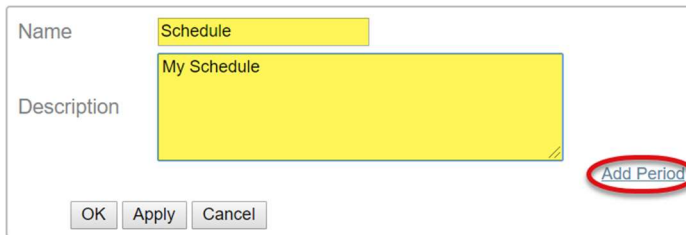
Add a Schedule

To add a schedule, click on the Add Schedule link on the upper right side of the screen.



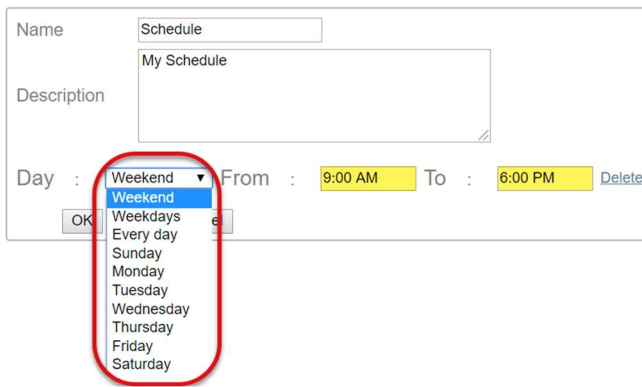
A screenshot of a table interface. The table has two columns: 'Schedule' and 'Schedule Description'. In the top right corner, there is a link labeled 'Add Schedule' which is circled in red. Below the table, there is a 'Delete' button.

Provide a name and description for the schedule and then click on the Add Period link on the lower right side of the screen.



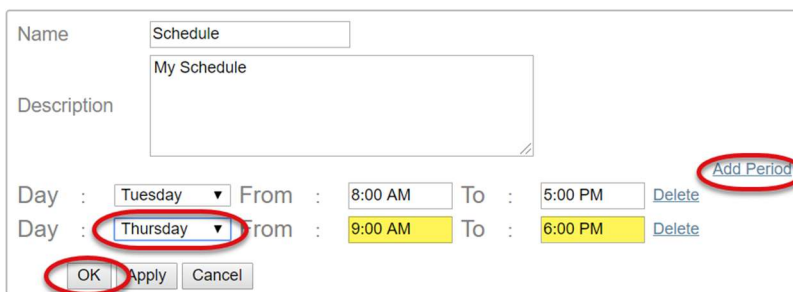
A screenshot of a form for adding a schedule. It has a 'Name' field with the value 'Schedule' and a 'Description' text area with the value 'My Schedule'. At the bottom right, there is a link labeled 'Add Period' circled in red. At the bottom left, there are 'OK', 'Apply', and 'Cancel' buttons.

Select the day and the times for the schedule.



A screenshot of the form showing the 'Day' dropdown menu open. The menu options are: Weekend, Weekdays, Every day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'Weekend' option is highlighted. The 'From' field is set to '9:00 AM' and the 'To' field is set to '6:00 PM'. The 'Add Period' link is circled in red.

To add another date and time to this schedule, click the Add Period link on the lower right side of the screen.



A screenshot of the form showing two schedule periods. The first period is for 'Tuesday' from '8:00 AM' to '5:00 PM'. The second period is for 'Thursday' from '9:00 AM' to '6:00 PM'. The 'Add Period' link is circled in red. The 'OK' button is also circled in red.

Select the day and the times for the schedule. Click the OK button to accept the schedule.

Use a Schedule

To use a schedule, navigate to the Call Forwarding tap and select Call Forwarding on the left navigation.

CALL FORWARDING

CALL FORWARDING

Call Forwarding

Schedules

Extension 10783 will ring first for seconds

Always ring for 30 seconds. [Delete](#)

If none of the above answers, the call will be forwarded to your voice mailbox.

[Apply](#)

If there are existing call forwarding numbers, any schedules that are added will now be available to select on the frequency dropdown.

[Add Number](#)

Extension 10783 will ring first for 22 seconds

Always Enabled If no response forward to 11234 ring for 30 seconds. [Delete](#)

If none of the above answers, the call will be forwarded to your voice mailbox.

[Apply](#)

Follow these steps to [add a new call forward number](#).