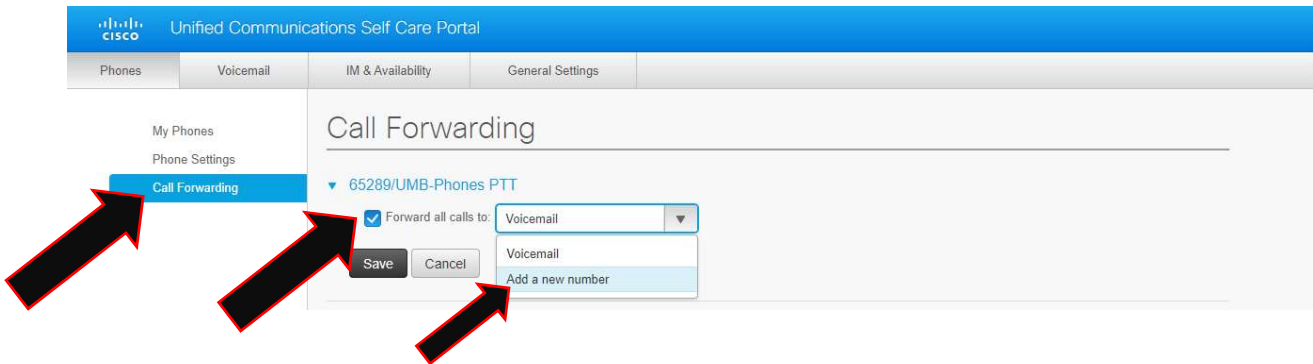


## MyPhone Self Care Portal – Forwarding Extension

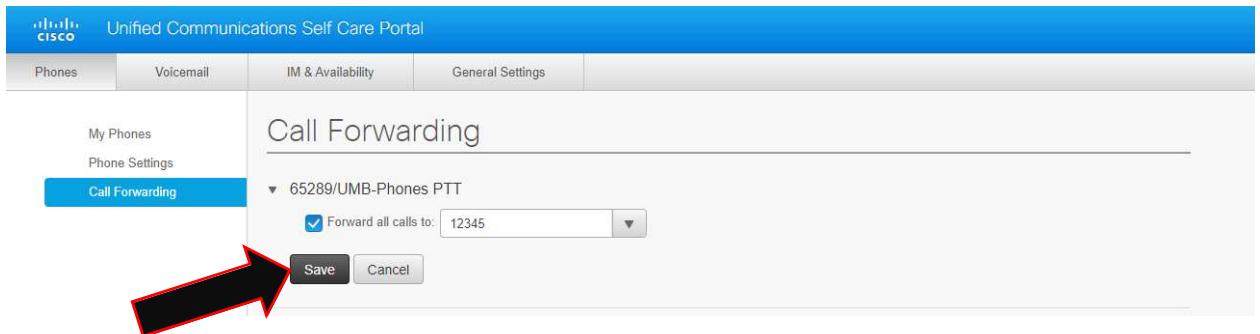
**\*Must be on UMB VPN\***

Forwarding Extension Steps:

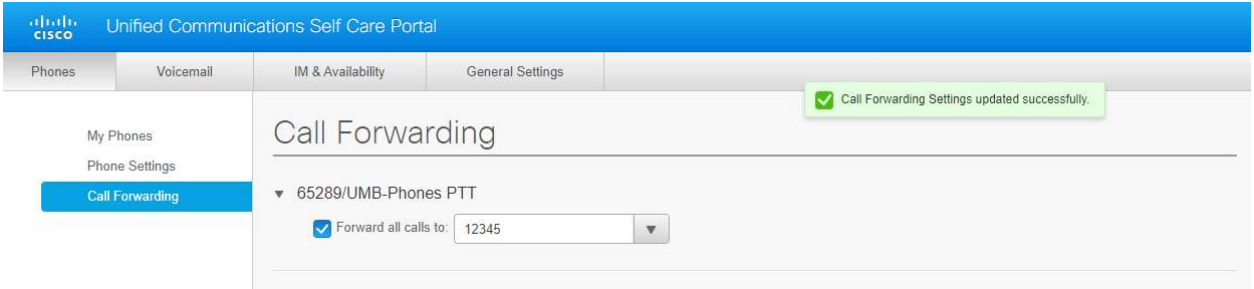
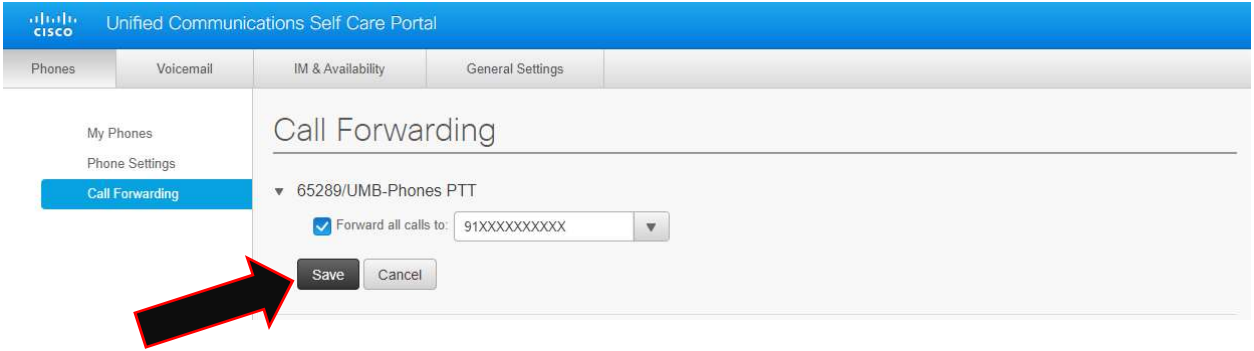
1. Log into your Self Care Portal via <https://umaryland.edu/myphone>
2. Click the Phones Tab → Call Forwarding
  - a. Select Forward all calls to: Add a new number**OR**
  - b. Select Forward all calls to: Voicemail



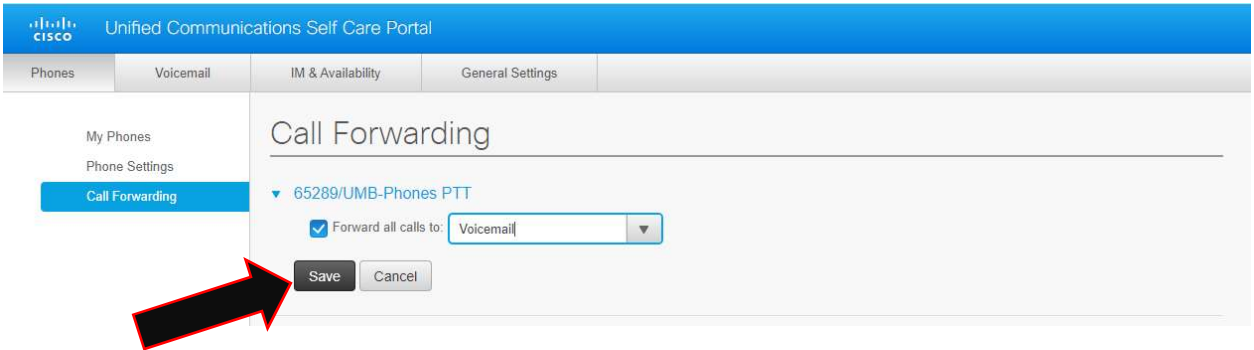
3. Put in the 5 digit extension number you wish to forward to in the format XXXXX or 9 + 10 digit for **local area codes** (ex. 410, 443) 9XXXXXXXXXX or 91 + 10 digit for **long distance area codes** (ex. long distance cell phone) 91XXXXXXXXXX.



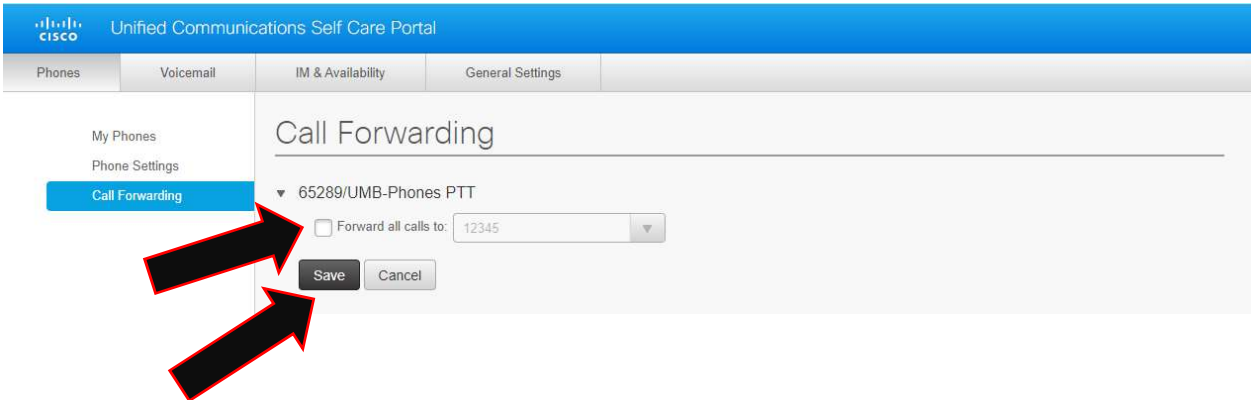
**OR**




4. For Voicemail select Voicemail and hit SAVE



5. To turn off Call Forwarding uncheck the box and hit SAVE



 Unified Communications Self Care Portal

Phones    Voicemail    IM & Availability    General Settings

My Phones  
Phone Settings  
**Call Forwarding**

**Call Forwarding**

▼ 65289/UMB-Phones PTT

Forward all calls to:

✔ Call Forwarding Settings updated successfully.