CALL FORWARDING INSTRUCTIONS

Please go to this link to log into UVA phone settings and log in to the “Phone Portal.”

Once you have logged in via Netbadge, you should see the window below, and you have two options to handle your office landline or voicemail:

Option #1 - Set your work phone to Call Forwarding Always and insert your cellphone number or home landline into the field to the right of “Call Forwarding Always.”

Option #2 - Have your calls forwarded to your email (convenient for sharing by forwarding or storing records in email folders; also helpful if you don’t want calls to ring at your home after work hours):

Go towards the bottom of the screen for Voicemail Management & click on the Edit button:
### Calling Features

#### Incoming Calls
- **Call Forwarding Always**
  - On
- **Call Forwarding Busy**
  - On
- **Call Forward No Answer**
  - On Number of rings before forwarding: 4
- **Call Forward Not Reachable**
  - On
- **Call Forwarding Selective**
  - On
- **Do Not Disturb**
  - On
- **Priority Alert**
  - Service is Off
- **Simultaneous Ring Personal**
  - On
- **Sequential Ring**
  - Service is Off

#### Outgoing Calls
- **Line ID Blocking**
  - On
- **Speed Dial 100**

#### Call Control
- **Call Transfer**
- **Call Waiting**

#### Messaging
- **Aliases**
- **Greetings**
  - Number of rings before greeting: 4
- **Voicemail Management**
- **Voicemail Distribution Lists**
Close up view:

Once you open the Edit button, please set your settings like the below image for forwarding ALL of your calls to Email, inserting your email into the same field as “tgriggs@virginia.edu.”

If you need additional, more nuanced settings, please contact desktopsupport@virginia.edu & we’ll assist you with those changes.