

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.”

The screenshot shows the 'Calling Features' tab in the UVA Phone Portal. Under the 'Incoming Calls' section, the following settings are visible:

- Call Forwarding Always:** On (selected), Off (unselected). Phone number field: 434242. Checkmark for 'Play Ring Reminder when a call is forwarded'.
- Call Forwarding Busy:** On (unselected), Off (selected). Phone number field is empty.
- Call Forward No Answer:** On (selected), Off (unselected). Number of rings before forwarding: 4. Phone number field is empty.
- Call Forward Not Reachable:** On (unselected), Off (selected). Phone number field: 4342424367.
- Call Forwarding Selective:** On (unselected), Off (selected). Buttons: View, Edit.
- Do Not Disturb:** On (unselected), Off (selected). Checkmark for 'Play Ring Reminder when a call is blocked'.
- Priority Alert:** Service is Off. Buttons: Deactivate, View, Edit.
- Simultaneous Ring Personal:** On (unselected), Off (selected). Phone numbers populated: 0. Buttons: Edit, View.

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:

View and update your call services settings



Service type: All Services ▼

Save



Incoming Calls

	Call Forwarding Always	<input checked="" type="radio"/> On <input type="radio"/> Off	<input type="text" value="4342424357"/>
		<input checked="" type="checkbox"/> Play Ring Reminder when a call is forwarded	
	Call Forwarding Busy	<input type="radio"/> On <input checked="" type="radio"/> Off	<input type="text"/>
	Call Forward No Answer	<input type="radio"/> On <input checked="" type="radio"/> Off	<input type="text" value="0"/>
		Number of rings before forwarding: 4 ▼	
	Call Forward Not Reachable	<input type="radio"/> On <input checked="" type="radio"/> Off	<input type="text" value="4342424357"/>
	Call Forwarding Selective	<input type="radio"/> On <input checked="" type="radio"/> Off	<input type="button" value="View"/> <input type="button" value="Edit"/>
	Do Not Disturb	<input type="radio"/> On <input checked="" type="radio"/> Off	<input type="checkbox"/> Play ring reminder when a call is blocked
	Priority Alert	Service is Off	<input type="button" value="Deactivate"/> <input type="button" value="View"/> <input type="button" value="Edit"/>
	Simultaneous Ring Personal	<input type="radio"/> On <input checked="" type="radio"/> Off	Phone numbers populated: 0 <input type="button" value="View"/> <input type="button" value="Edit"/>
	Sequential Ring	Service is Off	<input type="button" value="Deactivate"/> <input type="button" value="View"/> <input type="button" value="Edit"/>





Outgoing Calls

	Line ID Blocking	<input type="radio"/> On <input checked="" type="radio"/> Off	
	Speed Dial 100	<input type="button" value="Edit"/>	Speed Dial 100 Dialing Prefix: **

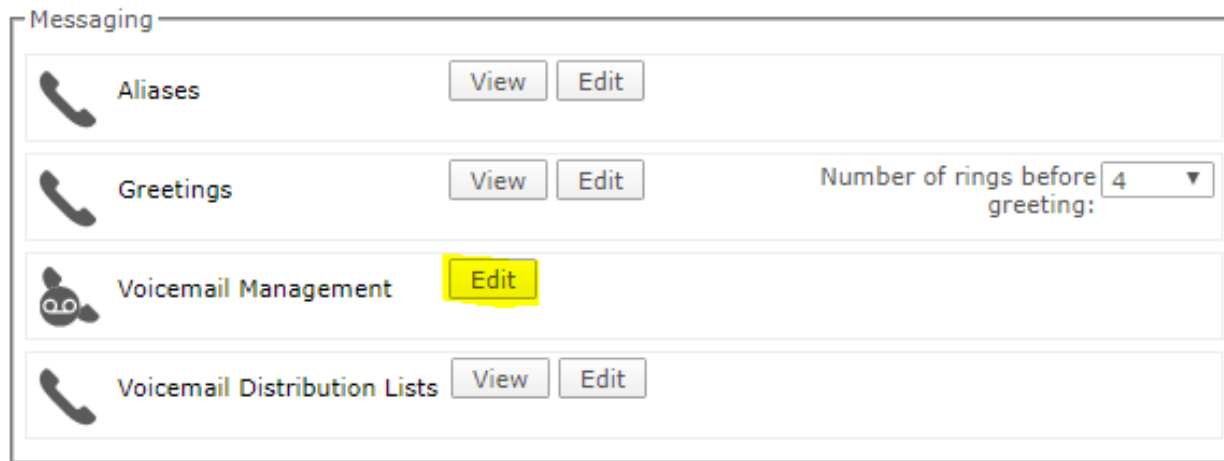
Call Control

	Call Transfer	<input type="button" value="Edit"/>	
	Call Waiting	<input checked="" type="radio"/> On <input type="radio"/> Off	

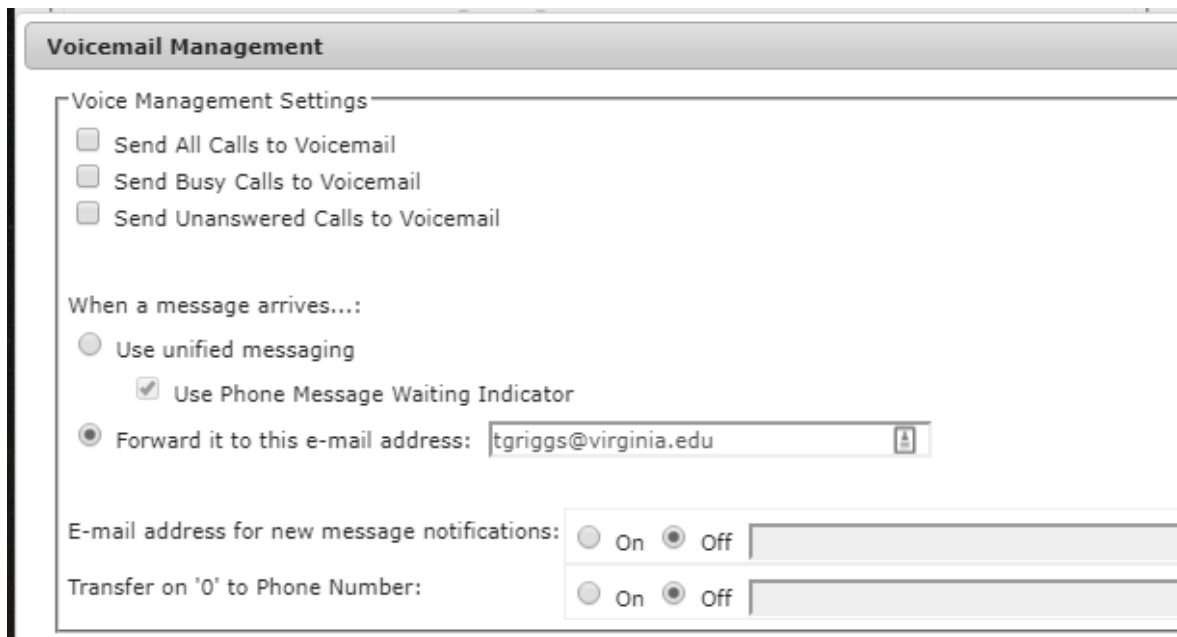
Messaging

	Aliases	<input type="button" value="View"/> <input type="button" value="Edit"/>	
	Greetings	<input type="button" value="View"/> <input type="button" value="Edit"/>	Number of rings before greeting: 4 ▼
	Voicemail Management	<input type="button" value="Edit"/>	
	Voicemail Distribution Lists	<input type="button" value="View"/> <input type="button" value="Edit"/>	

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.