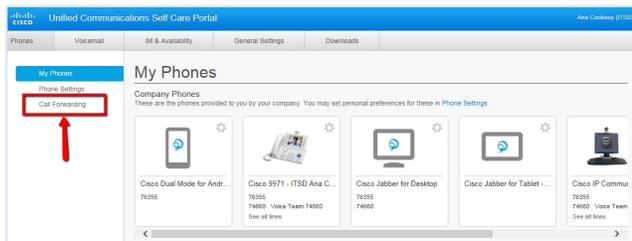


How to Call Forward from a Cisco Phone

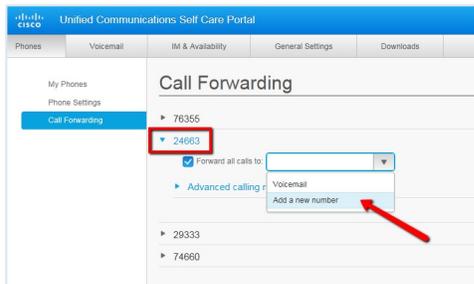
1. Go to the [Cisco Self Care Portal](#) to forward your work phone line to a personal line.
2. Enter COSA login ID and password, then click “Login”



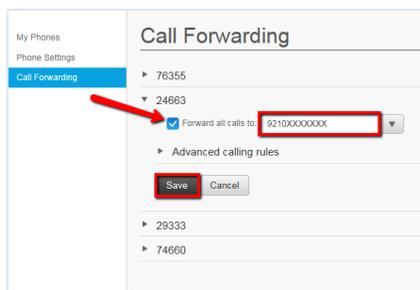
3. From menu on left, select “Call Forwarding”, to forward an extension.



4. From Call Forwarding, select the extension that needs to be forwarded, and from the drop down, select “Add a new number”.



5. Select the box for extension to be forwarded, then enter the extension forwarding to in the field next to the extension (ex: 24663 *If forwarding to an external number, add a “9” in front, ex: 9210xxxxxxx). Click to “Save” changes.



6. The desired line is now forwarded. Perform a test call to ensure the desired extension is forwarding.
7. To un-forward, remove the extension forwarding to and un-check the box for forwarding. Click **Save**”.