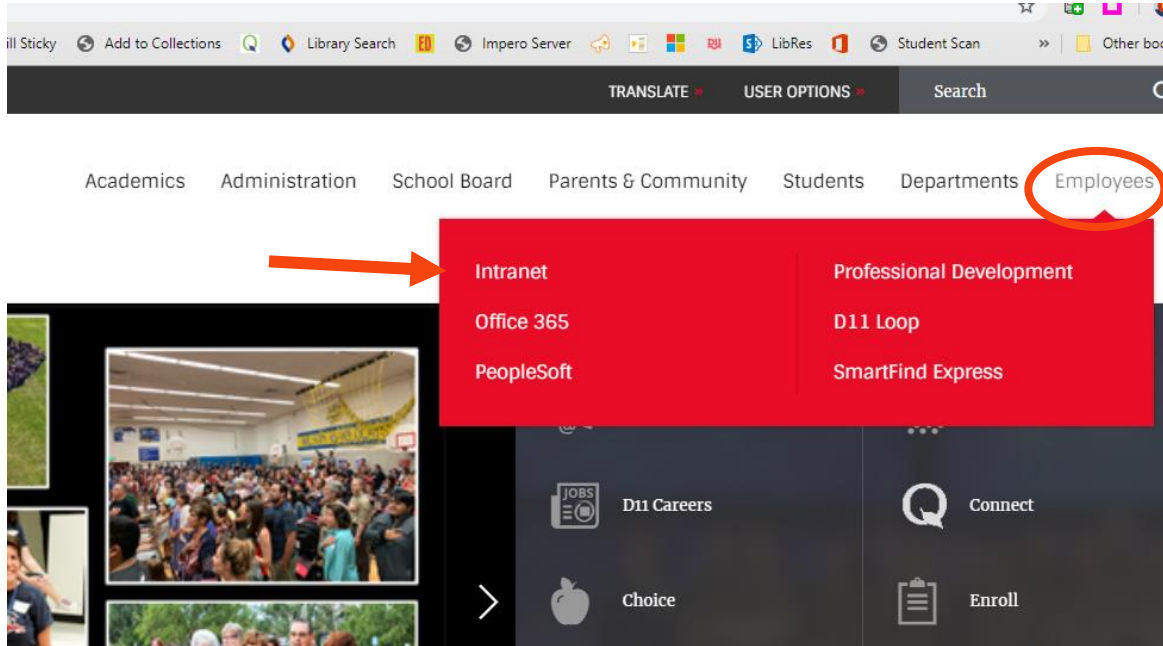
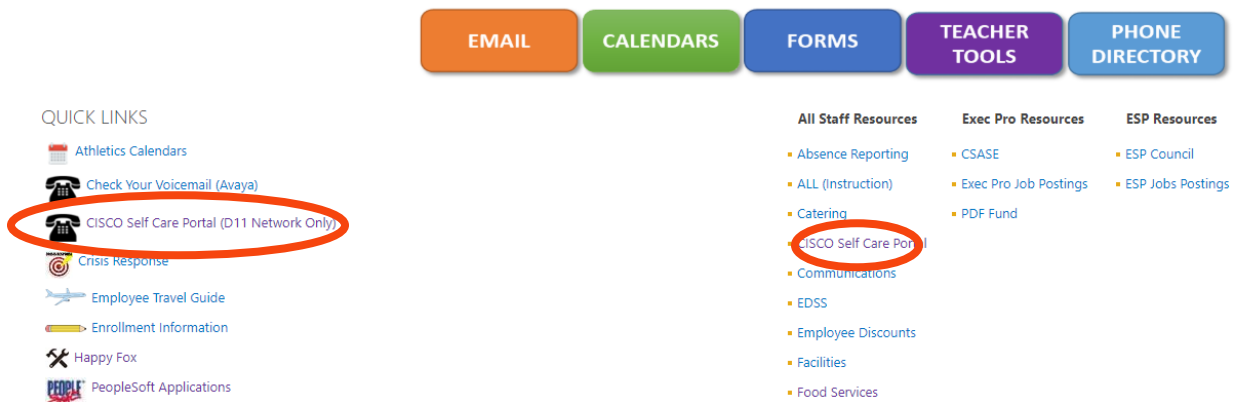


Call Forwarding

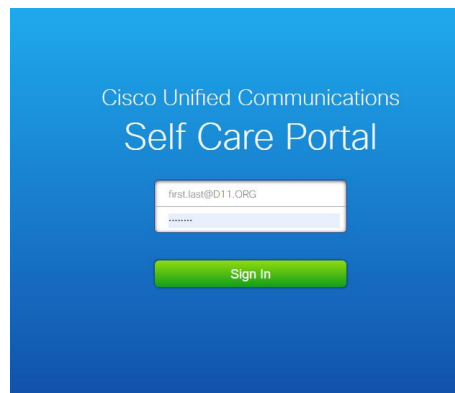
Log into the Cisco Self Care portal, by going to the d11 intranet site. (Go to d11.org, hover over employees, and click on intranet)



On the intranet page, you can find the Cisco Self Care Portal link under “Quick Links” on the left or under “All Staff Resources” in the middle. Click on either one.

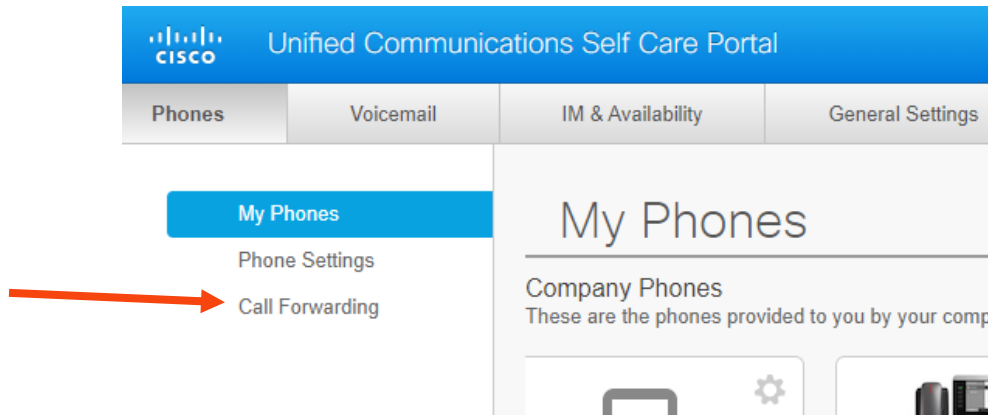


Use your d11 email and network password to log in.



Call Forwarding

Once you've logged in, select call forwarding from the menu on the left.



Your assigned phone number should show up, check the “forward all calls to:” box and select the “add a new number” from the dropdown menu. In the box, type the number of phone where you would like calls to ring. (It is likely a 148 number in the top right or left corner of your display). Then click the save button.

