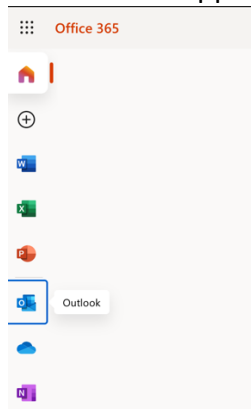


Forwarding Voicemail from new “shared” phones

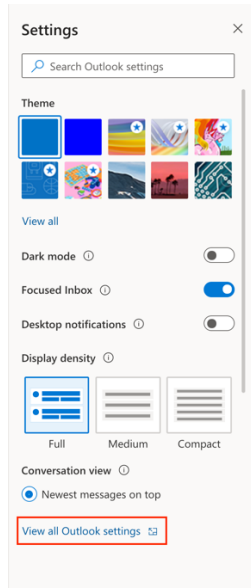
1. Log in to <https://portal.office.com>
 - a. Use the phone credentials that you have used to log in to the phone.
2. Click on the Outlook app



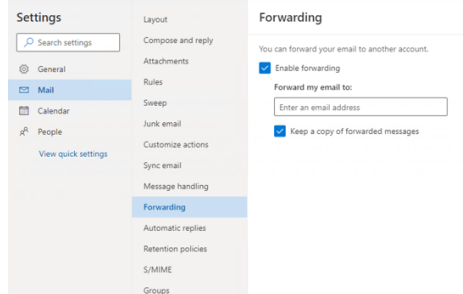
- a.
3. Click on the “Gear” icon in the top right of the web page.



- a.
4. Click on the “View all Outlook settings” link at the bottom of the menu.



- a.
5. Click on “Forwarding” and Check the “Enable forwarding” and “Keep a copy...” boxes.
 6. Enter the shared departmental email address that you want voicemail messages sent to.



a.