1. In Skype for Business click the drop down arrow by "call forwarding"

3		Skype for Business						
<u>File M</u> ee	t Now <u>T</u> ools	<u>H</u> elp						
What's happening today?								
9	Green, Chri Available ▼ Set Your Locati	stina ion ▼						
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Find someone or dial a number								
GROUPS	STATUS	RELATIONSHIPS	NEW	* +				
<u>⊗</u> . (→[CALL FORWAR	RDING OFF						

2. Select "forward calls to"



3. If you have never set up call forwarding then choose "new number or contact" if you have set up call forwarding before then you can choose the number you wish to use.



4. Type in the number you want your calls forwarded to and click "ok"

	×
Forward Calls	
Choose the contact or phone number you want to forwa	d calls to.
812-825-	×
+1 (812) 825-	
<u>O</u> K	Cancel

5. It will show on Skype if the call forwarding is set up correctly.

3		Skype for Busine	—	□ ×					
<u>F</u> ile <u>M</u> eet Now <u>T</u> ools <u>H</u> elp									
What's happening today?									
Green, Christina In a meeting ▼ Set Your Location ▼									
.	0	* * * * * * * *	F		¢-				
Calls are being forwarded to +1 (812) 825- Turn Off									
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GROUPS	STATUS	RELATIONSHIPS	NEW		* +				

6. Click "turn off" when you want to end call forwarding.