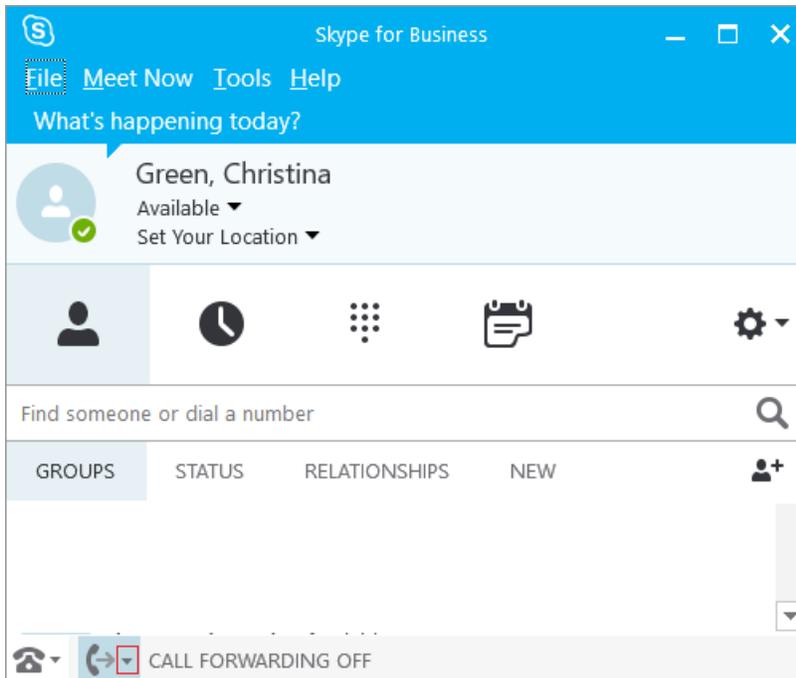
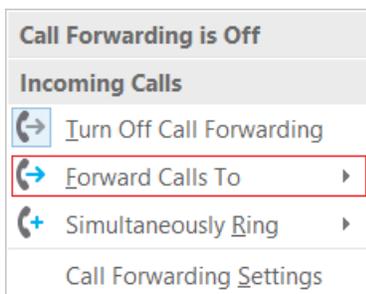


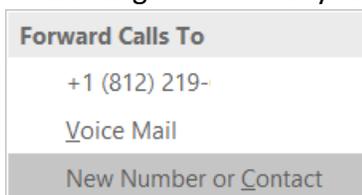
1. In Skype for Business click the drop down arrow by “call forwarding”



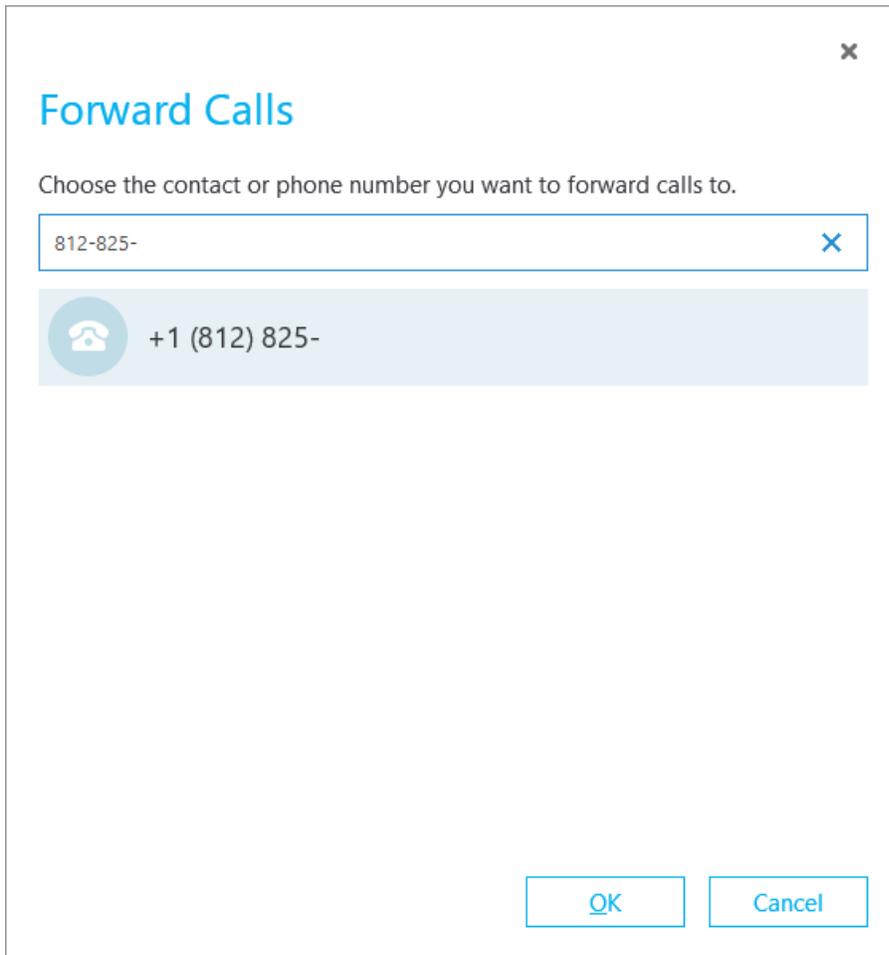
2. Select “forward calls to”



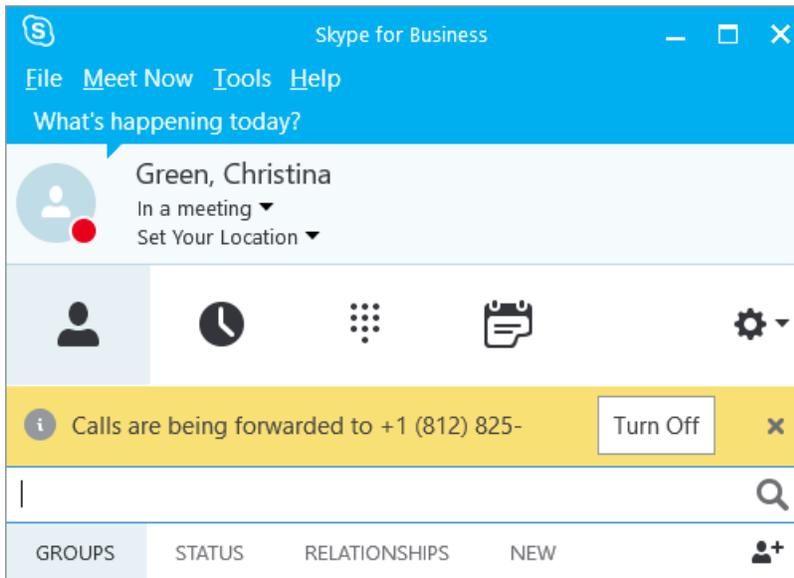
3. If you have never set up call forwarding then choose “new number or contact” if you have set up call forwarding before then you can choose the number you wish to use.



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



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



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