

Windows ShoreTel Communicator website: Configuring Call Forwarding: Transfer Calls directly to Cell.

The link to the Shoretel Website is also available in the “Quick Links” section of the SSO.

From on campus use this site: <http://communicator.loyno.edu/login/>

From Off Campus use this site: <http://communicatoroffsite.loyno.edu/login/>

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Log into the site using your account credentials.



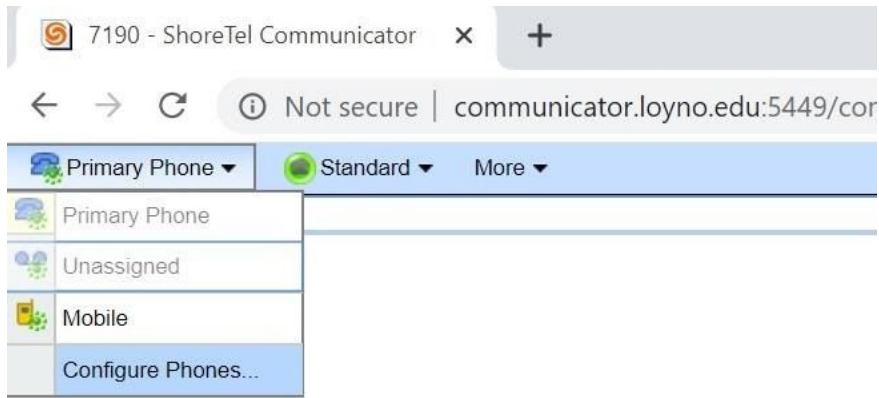
Username

Password

ShoreTel, Inc.
ShoreTel 14.2
Build 19.50.1000.0
ShoreTel Communicator for Web
This product is covered by patents as listed at <http://www.shoretel.com/about/patents.html>.
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To enable *Call Forwarding*, click on the Primary Phone icon in the top left of the website and select *Configure Phones*.



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In the *My Phones* section, enter in your desired numbers. Up to 7 separate numbers can be added, 5 of those numbers allowing custom labels. Enter your cell phone in the *Mobile* field. Then click save in the lower right corner.

My Phones - Google Chrome

Not secure | communicator.loyno.edu:5449/options/phones/7190?link_id=phones&username=...

My Phones

- Incoming Call Routing
- Call Handling Mode
 - Standard
 - In a Meeting
 - Out of Office
 - Extended Absence
 - Custom
 - Delegation
- Voice Mail
- Speed Dial
- Telephony
- Customization

My Phones

Phone numbers used to configure incoming call routing

Mobile: ▼

Home: ▼

Cell 2 ▼

Label2 ▼

Label3 ▼

Label4 ▼

Label5 ▼

In addition to Mobile and Home phones, you can add more phone numbers with labels. The labels will be used to setup incoming call routing.

Reset Save

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Back on the home screen select *Primary Phone* and then click *Mobile*. Any calls made to your office phone will now forward to your *Mobile* phone.

