Windows ShoreTel Communicator: Configuring Forwarding of all calls: No answer.

Click the on the ShoreTel Icon, go down to Call Handling and then Configure Call Handling.
Click Change Destination.
Add in your Cell (Mobile) # where the (504) 666-6666 is in both places. Click Ok. Then click Apply. Now your Cell Phone will be called if you do not answer your work phone.