Forwarding Voicemail from new “shared” phones

1. Log in to [https://portal.office.com](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.