Set Call Forwarding & Schedules

Log into MyPhone
Navigate to MyPhone.colostate.edu. Enter your eName or 5 digit extension and ePassword, then click Login.

Call Forwarding
On the MyPhone website, click on the Call Forwarding tab on the top of the screen.
Add a call forward number
To add a call forward number, click on the Add Number link on the upper right side of the screen. Choose to have the forwarded phone to ring only if there is no response, or at the same time as your extension. Enter in the number to forward to (campus dialing rules apply), and how long to have the phone ring for.

To add another number, click on the Add Number Number link on the upper right side of the screen. Choose to have the forwarded phone to ring only if there is no response, or at the same time as your extension. Enter in the number to forward to (campus dialing rules apply), and how long to have the phone ring for.

Click Apply to apply the changes.

Schedules
Schedules are used for time-based call forwarding. Users can define several schedules that allow flexible forwarding rules.

On the MyPhone website, click on the Call Forwarding tab on the top of the screen and then select Schedules on the left navigation.
Add a Schedule
To add a schedule, click on the Add Schedule link on the upper right side of the screen.

Provide a name and description for the schedule and then click on the Add Period link on the lower right side of the screen.

Select the day and the times for the schedule.

To add another date and time to this schedule, click the Add Period link on the lower right side of the screen.

Select the day and the times for the schedule. Click the OK button to accept the schedule.
Use a Schedule
To use a schedule, navigate to the Call Forwarding tap and select Call Forwarding on the left navigation.

If there are existing call forwarding numbers, any schedules that are added will now be available to select on the frequency dropdown.

Follow these steps to add a new call forward number.