Sign in

Sign in to the Telephone Self Care web portal at *uc.missouri.edu* with your *Username* and *Password*. To sign in to the portal from a remote location, first make a VPN connection.

Single Number Reach

Single Number Reach allows you to answer incoming calls using a mobile device. If your phone number is also on a desk phone, both devices will ring for incoming calls. To configure **Single Number Reach**:

1. On the **My Phones** Tab, **Additional Phones** select the **Add** icon.
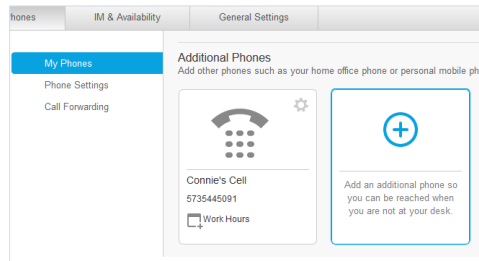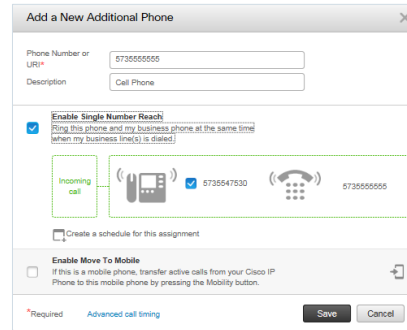

2. Enter the phone number you would like to add, such as a mobile device.

   Note: *In an on-call situation, simply change the phone number to that of the current on-call person.*

3. Check the **Enable Single Number Reach** box.

4. Select **Create a Schedule for this Assignment**.

5. Enter a name for the schedule.
6. Select either **Ring only during specific times** and set the days and times of the week, or select **Ring all the time**.
7. In the Time zone field, select (GMT - 6:00) America/Chicago from the drop-down menu.
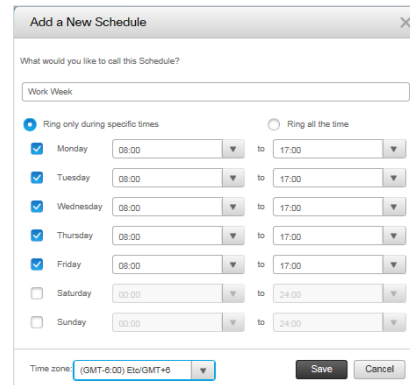
8. Select **Save**, then **Save** again.

Call Forwarding

By default, call forwarding is set up to go to voicemail, when call forwarding is enabled. To change the default settings:

1. Select **Call Forwarding** under the **Phones** tab.
2. To forward calls to a different destination, place a checkmark next to the option, then select the down arrow beside **Voicemail**.
3. Select **Add a New Number**.
4. Enter the phone number and select **Save**.

Advanced Calling Rules

To set more specific call forwarding rules, deselect **Forward all calls to**, then click the down arrow next to **Advanced calling rules**.

Options are available for internal and external calls, when the line is busy or there is no answer.