UWIT Technology for Working Remotely

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For your information: UW IT has a great webpage on technology for working remotely:

<https://itconnect.uw.edu/work/working-remotely/technology-for-working-remotely/>

Included there are instructions for call forwarding (<https://itconnect.uw.edu/connect/phones/dialing/#pbx_remote>):

To forward calls to another UW campus or UWMC number:

1. Dial [\*][7][2]. Wait for dial tone.
2. Dial 5-digit number.
3. Wait for three short tones, followed by dial tone.
4. Hang up.

To forward calls to a non-UW campus telephone number:

1. Dial [\*][7][2]. Wait for dial tone.
2. Dial [9].
3. Dial the number to which you are forwarding.
	* Enter the 10-digit number you wish to forward to.
4. Wait for three short tones, followed by dial tone.
5. Hang up.

To cancel Call Forwarding:

1. Dial [\*][7][3].
2. Wait for three short tones, followed by dial tone.
3. Hang up.

As well as enabling email notification of missed calls (<https://itconnect.uw.edu/connect/phones/voicemail/#webaccess>):

1. Go to Web PhoneManager at <https://voicemail.tel.washington.edu/> to log on.
2. Enter your **7-digit** mailbox number.
3. Enter your voicemail **security code.**
4. **Manage your mailbox settings such as message notification and greetings.**
5. On the left, click Notifications Settings.
6. Select the E-mail tab at the top.
7. Check Enable Simple UM Notification.
8. Enter your UW email address in the E-Mail Address field.
9. Check Include WAV Attachment, if desired.
10. Click Okay.