CCI Faculty and Staff -- Work from Home -- Forwarding Telephone

Must be set-up on-campus for off-campus use.

Here is how to forward Drexel Office telephone calls to another telephone number.

- [https://drexel.edu/it/help/a-z/phones/instructions/standard-features/](https://drexel.edu/it/help/a-z/phones/instructions/standard-features/)
  - Scroll down on webpage above to "Call Forwarding" section.

**IMPORTANT:** Be sure to use a 9 in front of the phone number, followed by a 1, then the phone number.

Trouble phone forwarding?

- Contact us at ihelp@drexel.edu

*Notes for CCI Tech Staff:* You may need to email Drexel telephone requests at telephone-request@drexel.edu, and ask them to enable phone forwarding to external line or external phone forwarding. If so, include person’s name with issue, their office room number, their wall plate number, the port number (usually 1, in top left) on the wall plate that phone is plugged into, their full phone number, and the number they wish to forward to.

MORE HELP?

- Click link above to collapse this area.

**NEED MORE HELP?** Contact ihelp@drexel.edu or the CCI Commons HelpDesk at 215-895-2480.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.