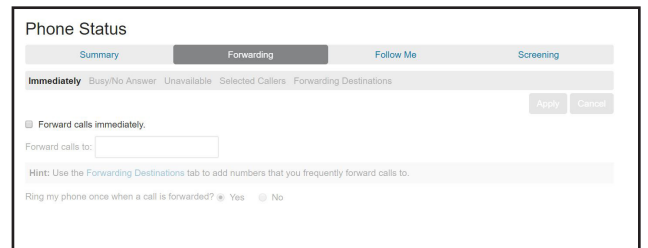
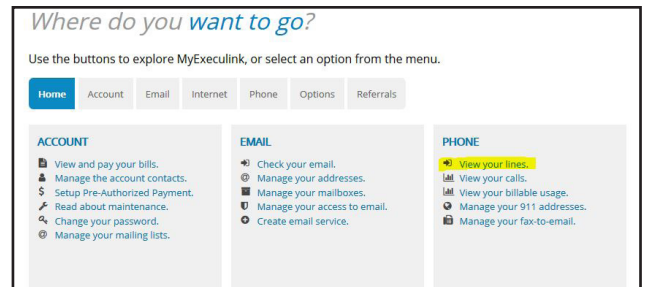


VOICE PORTAL GUIDE FOR BASIC USERS

Call Forwarding Through MyExeculink

1. Login to MyExeculink and under Phone, select **“View Your Lines”**.
2. Select the line that you want to forward.
3. Call Forwarding can be set under the **“Forwarding”** tab.
4. You can set forwarding to immediately, when you are busy, unavailable, or more specific situations.
5. To activate forwarding, click the type of forwarding you would like to apply. Then, click the checkbox beside the description of the feature.
6. Fill out the appropriate information below, including the number you would like to forward to. This can be a phone number, cell number, or an extension.
7. Once you are done, click **“Apply”**. Your calls will now be forwarded.



Voicemail Through MyExeculink

1. Login to MyExeculink and under Phone, select **“View Your Lines”**.
2. Click on the line with the voicemail you would like to manage.
3. Click **“Messages and Calls”**. Then click the gear icon on the right.
4. The settings for your voicemail are listed here. You can choose to:
 - Forward messages as emails, and add the email it should forward to.
 - Set features for Mailbox Access, like skipping the PIN, autoplay voicemail, and how you would like your messages played back.
 - Set up your Voicemail Greeting for different situations, like when you are on a call, during business hours, or outside business hours.
5. Once done, click **“Apply”**.

