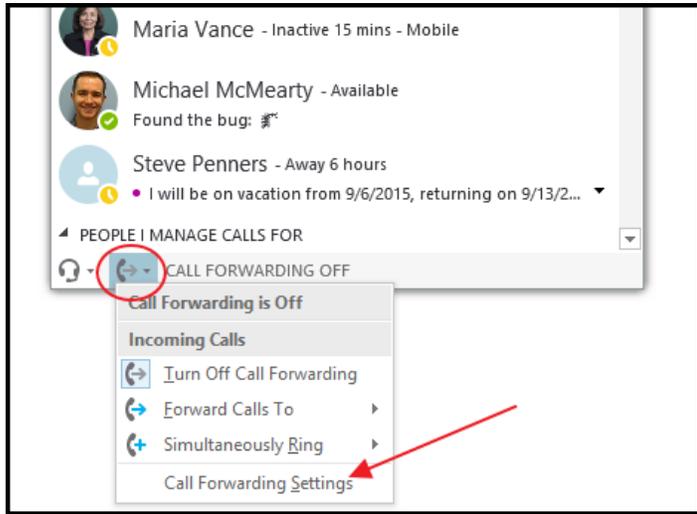


Setting up delegates to answer your phone on your behalf

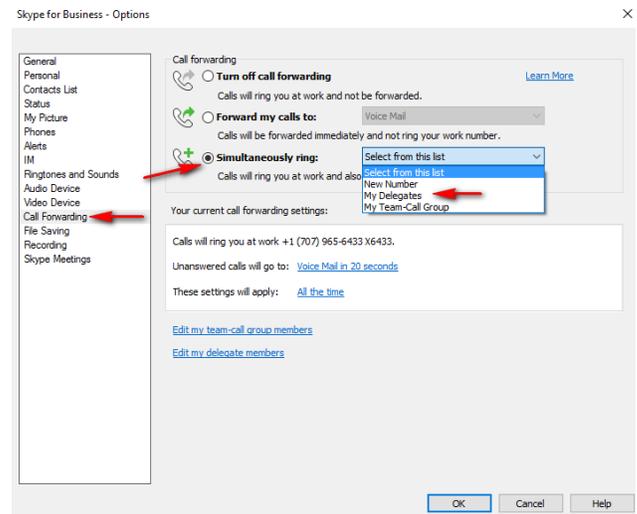
If you need someone to answer your phone on your behalf, you can set them up as a delegate.

From your Skype for Business (SFB) client in your computer go to 1. "Call Forwarding Off" and select "Call Forwarding Settings"/ 2. "Call Forwarding", select "Simultaneously ring", and "My Delegates" in the scroll down menu. 3. "Edit my delegate members"

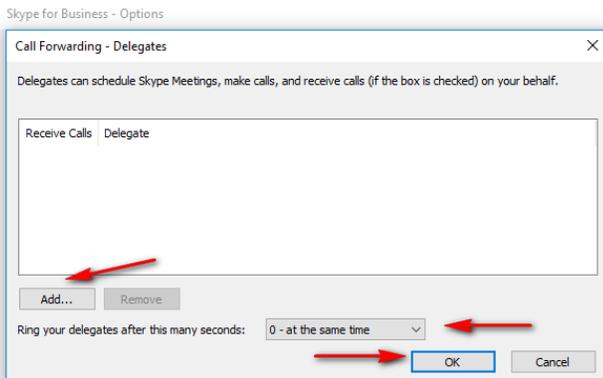
1.



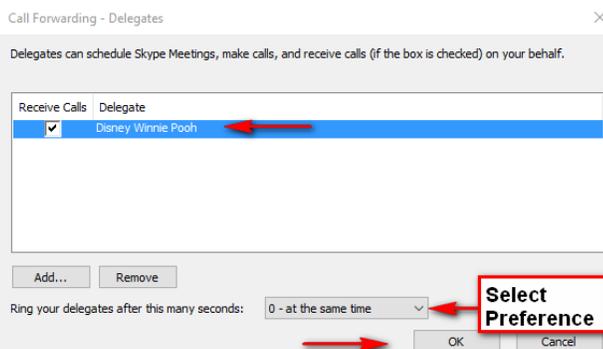
2.



3. Click the "Add" button, and choose if you want your extension to ring at the same time or your first and the delegate later.



4. This window will pop out. Start typing the name you would like your delegate to be, when the right user appears, double click it. Click OK.



Once turned on, your extension will show up in the Delegates SFB client or Polycom like this with a different icon:



Notes:

1. The delegate can check your voice mail as long as the delegate knows your voice mail PIN. The delegate can dial 7185. Choose to connect to another extension. Use your extension number and PIN to log in and check voicemail.
2. You can reset your PIN at any time by login in to your Outlook Web Access/Wheel or Gear/under "Search all settings", type voice and choose "Voice Mail"/"Reset PIN"/"Reset my voice mail PIN". Dial 7185 and enter the new PIN. It may take about 15 minutes to finish setting up the new PIN.