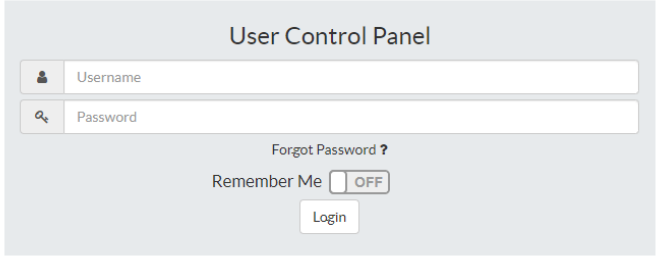
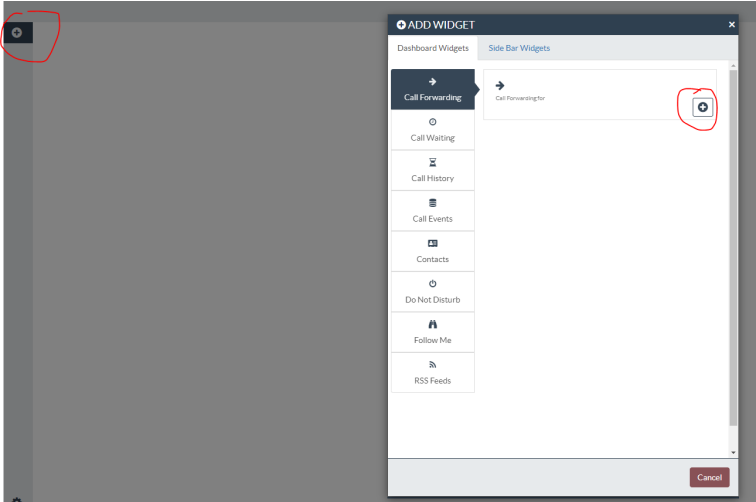
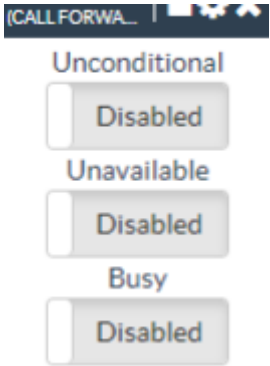



WSU Tri-Cities Phone Forwarding - Web

You may choose not to forward your campus phone and instead request "voicemail-to-email". This will send a .WAV file of each voicemail to your WSU Inbox.

Simply send a request to tricitities.tchelp@wsu.edu to have this featured added to your line.

User Control Panel Phone Forwarding	
<ul style="list-style-type: none">Go to https://tricitities.wsu.edu/ucp/Enter your WSUTC Username and Password	
<p>You may need to add the Forwarding widget:</p> <ul style="list-style-type: none">Select the + button in the top right cornerSelect Call ForwardingSelect the + button on the Call Forwarding widget	
<p>In Call Forwarding select Unconditional or Unavailable:</p> <ul style="list-style-type: none">Unconditional - Sets phone to always forward all callsUnavailable – Sets phone to ring for a certain period and then forwards calls	
<ul style="list-style-type: none">Enter the Destination number once you select either Unconditional or UnavailableThen click Save	

Note: Forwarded calls that are not answered by your personal phone will go to that phone's voicemail.