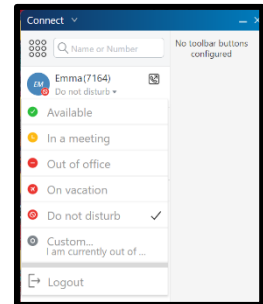
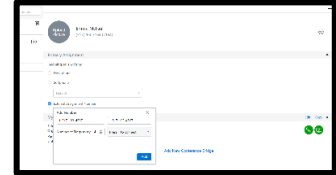


Mitel Setting up phone forwarding from Home

1. From your office computer, open the **Global Protect App**, and sign in using your SHU information on the account.
2. Next, open the **Mitel** application.
3. Follow the directions below.

Mitel setting up phone from work

1. Open your **Mitel application**
On the **Mitel interface menu** on the left to your name, select the **Desk Phone icon**.
From the **gear** you will see a menu **of the phone procedures**.
2. Under the **Primary Assignment section**, tap on the **External Assignment input** button, and tap on the **edit button**, and add your cell number.
3. When sending your office calls to an **external** phone number (outside your organization's phone system), **enter a "1" before the 10-digit number**
4. Tap on the **Update button**, and your setup is ready to go.
5. On the Left side under your initial's icon, select the drop-down arrow and set the phone to Do Not Disturb.
6. On the **Mitel phone** in your office phone will read **"Anonymous,"** however you can see incoming calls on your Mitel app is open at home.



Setup on Mitel Messages to appear in your Outlook application

1. From your **Mitel application**, tap on the **desk phone icon**, you will see a display of a full menu, to the right tap on the **gear icon**.
2. On the left side under **Account**, tap on **Outlook**, then tap on the **Voicemail section**.
3. On the **Playback tab**, make sure the **box is check** for **"play envelope information when listening to messages."**
4. Under the **Outlook tab**, make sure the **box is check** for **"Show my voicemails in my inline Outlook mailbox."**
5. Now you will have **two locations** to view and hear your voice messages.

If you are having problems setting up your **forwarding phone setup at home**, call the helpdesk at **517-264-7655**.