

Call forwarding and simultaneously ring

Applies Skype for Business for iPad, Skype for Business for iPhone, Skype for Business for Android

You can set up call forwarding and simultaneously ring so calls don't get missed. You can forward calls to another number or to another contact. Call forwarding is especially useful if you're traveling or working from home because calls can be forwarded to your current location. If you're out of the office, calls can be forwarded to a coworker.

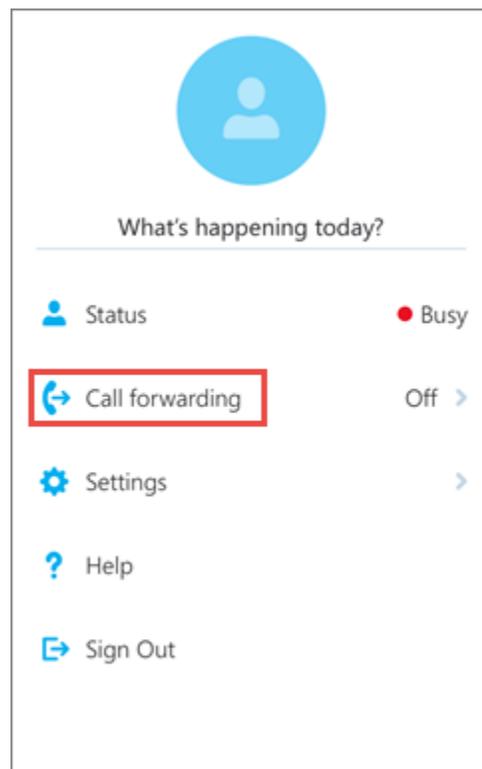
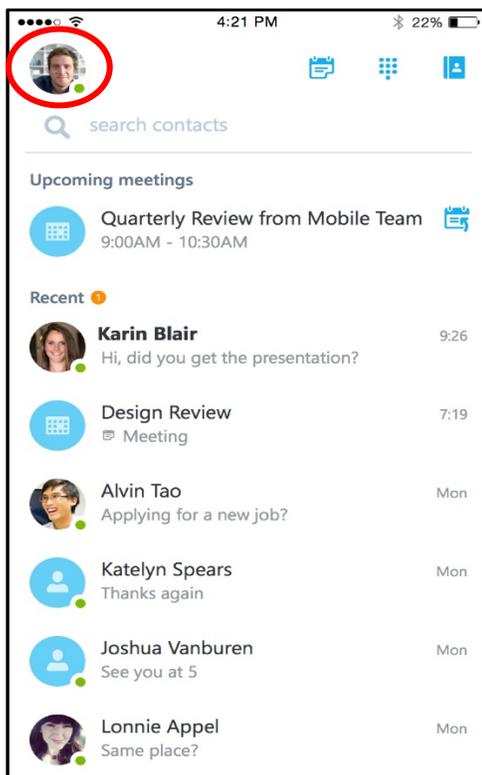
The simultaneously ring option is handy for people on the go. When you get a call, it rings on two phone numbers at the same time. You can set your incoming calls to simultaneously ring your phone and another number or contact in case you're busy or momentarily unavailable.

Forward call to voice mail or another number

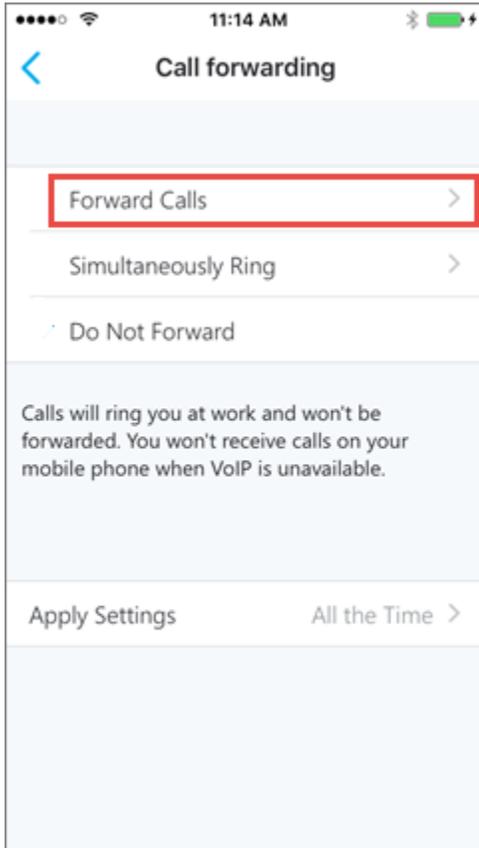
The Call Forwarding option is typically used to forward calls to voice mail or to a number other than your mobile number. When you set call forwarding settings in Skype for Business, all incoming calls are automatically forwarded to the destination you choose.

To set call forwarding, do the following:

1. Tap your picture, and then tap **Call forwarding**.



2. Tap the arrow next to **Forward Calls**.



3. On the **Select Number** screen, select one of the following:
 - o Tap **Voice mail** to have the call sent to your voice mail where you can retrieve it later.
 - o Click **New Number**, and type in a new phone number.
 - o Tap **New Contact**, and then search a contact in the dialog box that is displayed.
4. (Optional) Tap **Apply Settings**, and then select when this setting should apply.

Stop call forwarding

To stop call forwarding, do the following:

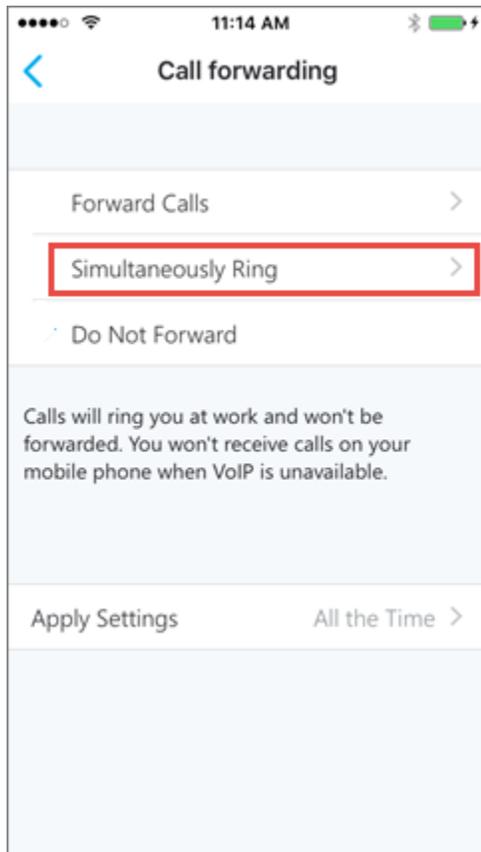
1. Tap your picture, tap **Call forwarding**, and then tap **Do Not Forward**.
2. (Optional) Tap **Apply Settings**, and then select when this setting should apply.

Set up simultaneously ring

Unlike call forwarding where your work phone doesn't ring, you can set your incoming calls to simultaneously ring your phone and another number or contact. This setting can help ensure that

callers don't get the busy signal and their calls don't get missed. At the same time, they won't be aware that their call was forwarded.

1. Tap your picture, tap **Call forwarding**, and then tap the arrow next to **Simultaneously Ring**.



2. On the **Select Number** screen, tap **New Number**, type in a new phone number, and then tap **Done**.

If the **Call Forwarding** option isn't set to **Simultaneously Ring** on your mobile phone, you won't receive incoming Skype for Business calls on your mobile phone when Voice over IP isn't available.