

**Subject:** FW: Forwarding departmental phones to Cell Phone  
**Date:** Tuesday, March 17, 2020 at 11:53:57 AM Eastern Daylight Time  
**From:** CPH Faculty & Staff on behalf of Tina DUVALL Supakorndej  
**To:** CPH-FACSTAFF@LISTSERV.UGA.EDU  
**Priority:** High  
**Attachments:** Remote Work Communications Templates.03.16.2020.docx

**From:** Tina DUVALL Supakorndej  
**Sent:** Monday, March 16, 2020 4:38 PM  
**To:** Timothy Heckman <heckman@uga.edu>; Jia-Sheng Wang (jswang@uga.edu) <jswang@uga.edu>; Nathan Hansen <nhansen@uga.edu>; Stuart Feldman <sfeldman@uga.edu>; Christopher Whalen <ccwhalen@uga.edu>; Curtis Andrew Harris <cuharris@uga.edu>; Jose Cordero <jcordero@uga.edu>; Deborah L Hadden <dhadden@uga.edu>; Alisa Shiflet <alisa@uga.edu>; Angelia Chappelle <angeliac@uga.edu>; Anita Holmes (aholmes@uga.edu) <aholmes@uga.edu>; Brenda Merola <bmerola@uga.edu>; Carmen Bouwsma Parr <cbouwsma@uga.edu>; Haoguang Liu (ferrari@uga.edu) <ferrari@uga.edu>; Janelle E. Gaines <jekelley@uga.edu>; Linda Moak <lmoak@uga.edu>  
**Cc:** Marsha Davis <davism@uga.edu>; Jessica LEGGE Muilenburg <jlm@uga.edu>; Erin K Lipp (elipp@uga.edu) <elipp@uga.edu>; Linda Moak <lmoak@uga.edu>; Diane Baird (dsbaird@uga.edu) <dsbaird@uga.edu>  
**Subject:** Forwarding departmental phones to Cell Phone  
**Importance:** High

If you need to forward your departmental phone line(s) to a personal cell phone, the Department Head/Director will need to send an email to Telephone Services listing each phone number that needs this capability. It may take a few hours for them to process the request; therefore, if this a need, please submit your request to Telephone Services as soon as possible. There is no extra charge for the call forward option.

Once this option has been added to the phone line, you would follow normal forwarding procedure (dialing \*2 or a call forward button), but dial the entire phone number that you are forwarding to (including the 9 to get off campus) instead of the normal 5-digit extension.

If you should have any questions regarding this process, please contact Telephone Services 2-6962.

Other options available are attached.

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