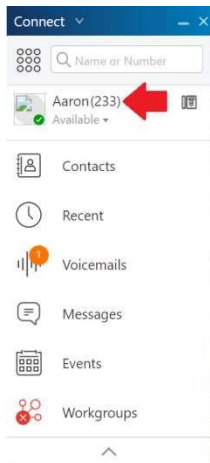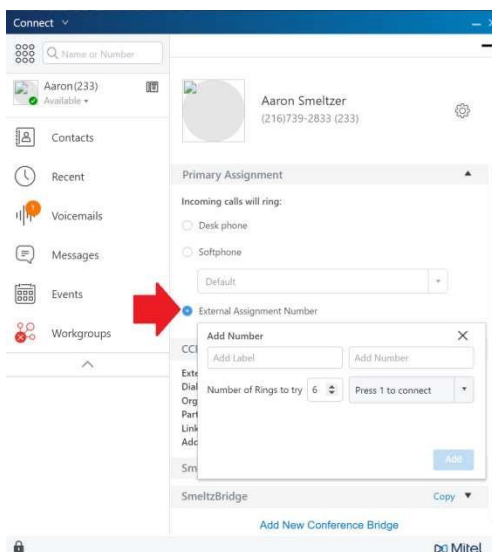# Mitel Connect: External Assignment/Forward

This document provides instruction on the Mitel Connect Client. The next few pages will outline the steps necessary to <u>forward calls</u> to an external number, such as your cell phone.

1. Once you have logged into Mitel Connect, click your username from the dashboard, to access your user profile

2. From the user profile, click the button for External Assignment Number

3. Add a name for your mobile phone in the Add Label field (Ex. My cell phone)
4. Add your mobile phone number in the Add Number field
5. Configure the Number of Rings to try at your mobile phone before the call is sent back to your Mitel voicemail box. The recommendation is four (4) rings. Caution: configuring more than four rings may cause business voicemails to be left on your mobile phone.

6. From the drop-down menu, choose Automatically connect to answer the call on your mobile phone as you normally would. Or choose Press 1 to connect to be prompted to press 1 on your mobile phone before the call will connect.
7. Click Add when finished.
8. This configuration window will close and display your current Primary Assignment

9. Calls will now be forwarded to your cell phone until you manually change it.'
10. To stop forwarding calls to your mobile phone, simply select Desk Phone from the Primary Assignment menu.