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- [Form - Telecom Service Request](#)

**NOTE: Method 1 must be setup physically from your desk phone before you leave campus. Method 2 can be done from outside the university via Internet Access.**

### Method 1: Physical Access to Desk Phone

On your desk phone you will see a Forward All button. Press this button and enter in the numbers 91 followed by the area code, then the rest of the number that you want your calls to forward to. As an example, the full number should look like this: 918604242424

### Method 2: Remote Access to Desk Phone

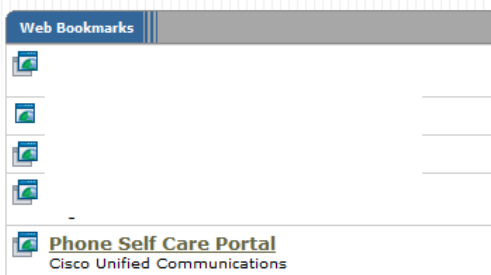
Instructions for accessing the phone remotely differ depending on whether you are on campus using a computer or off campus. Bear in mind on campus does not include University Wifi. If you are on University Wifi, use the off campus instructions.

#### On Campus on an Eastern Wired Computer

1. Open a web browser and go to <https://phone.easternct.edu/ucmuser/>
2. Skip down to Logging into the Self Care Portal

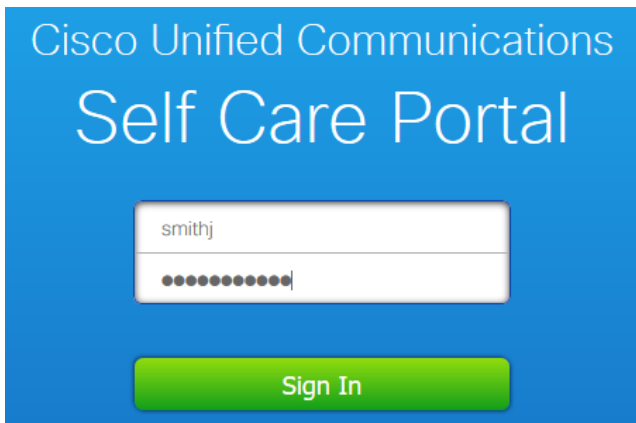
#### Outside Access (includes University Wifi)

1. Open a web browser and go to <https://ecsu-vpn.easternct.edu>
2. Log into the VPN using your username (not the full email address) and your password.
3. Click Phone Self Care Portal within the Web Bookmarks area and follow the Logging into the Self Care Portal below.



#### Logging into the Self Care Portal

1. Log into the Self Care Portal using your username (not the full email address) and your password.




2. Click Phones from the top menu if not already selected and then click Call Forwarding from the left menu.

Phones Voicemail IM & Availability General Settings Downloads


**My Phones**  
 Phone Settings  
 Call Forwarding

## My Phones

**Company Phones**  
 These are the phones provided to you by your company. You may set personal preferences for these in [Phone Settings](#)




Cisco Jabber for Desktop



Cisco 8841  
+1860465

**Additional Phones**  
 Add other phones such as your home office phone or personal mobile phone.



Add an additional phone so you can be reached when you are not at your desk.

3. Check the box next to **Forward all calls to:** and in the dropdown menu select **Add a new number**

My Phones  
 Phone Settings  
**Call Forwarding**

## Call Forwarding

▼ [Redacted]

Forward all calls to: Select or Enter a Number ▼

▶ Advanced calling rules

**Save** **Cancel**

4. Enter the phone number you want to forward all the calls to. The format for the number being forwarded to should be 91(area code)(rest of phone #) so it looks like the example below.

My Phones  
 Phone Settings  
**Call Forwarding**

## Call Forwarding

▼ [Redacted]

Forward all calls to: 918604244224 ▼

▶ Advanced calling rules

**Save** **Cancel**

5. Click save.

**NOTE!** - If the above two methods aren't successful, please send an email from your Eastern email account to [telephonehelp@easternct.edu](mailto:telephonehelp@easternct.edu)

## Reset Voicemail or Phone PIN from Off Campus

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If you need to reset your voicemail PIN number from office campus use the following instructions.

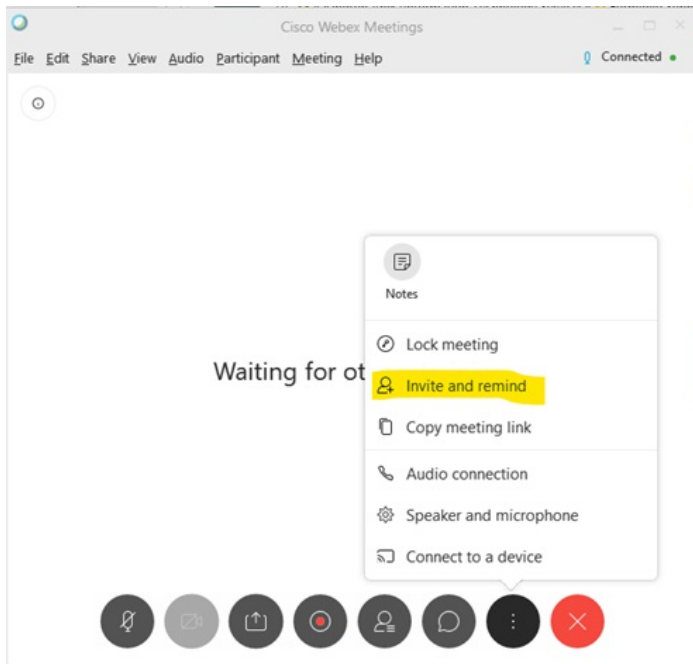
1. Log into the VPN as described in [Article 8: VPN Login for Faculty and Staff](#)
2. Click on Voicemail Services in the Web Bookmarks section
3. Log in using your username and password (not the full email address)
4. Click the Settings button at the top of the Voicemail Services page
5. Click the Passwords drop down and select Change PIN
6. There are two Save buttons. Only one works. The top most Save button works for most people

If the top most Save button did not work or if you can't seem to log into site, please email [telephonehelp@easternct.edu](mailto:telephonehelp@easternct.edu) and IT staff can reset your PIN address other phone issues.

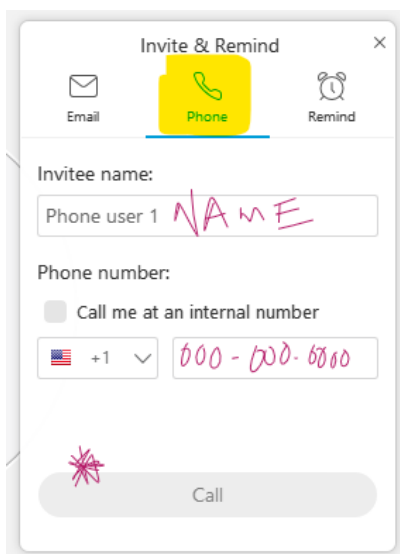
## Use Webex to Make Phone Calls

Webex can make voice calls to out-of-network individual phone numbers.

1. Start a meeting
2. Click on the button with the 3 dots
3. Choose invite and remind from the resulting menu



4. Select the Phone icon, fill in the phone number and \* Invite Name is optional, click Call.







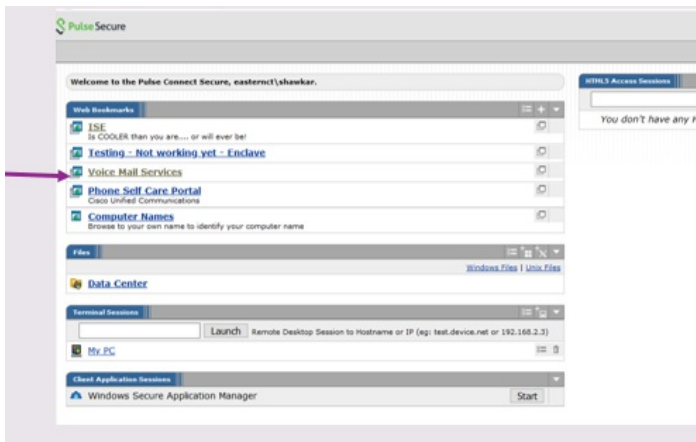
## Voicemail - Listening to Voicemail and Playback Controls

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Physically from the phone: [Voicemail - Listening to Voicemail and Playback Controls](#)

Remotely from a computer:

1. Log into the VPN as described in [Article 8: VPN Login and File Access for Faculty and Staff](#)
2. Click on Voicemail Services



3. Log into the Voice Mail Services site using your username (not the full email address) and your password. Your voicemails will be available.

[Voicemail - Sending and Replying to Voicemail](#)

- [Voicemail - Changing Passwords, Greetings, and Tips](#)

## Voicemail - Options Flowchart

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[Voicemail - Options Flowchart](#)

## View Only Your Account Doesn't Allow Editing on a Mac - Office 365 Error

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After installing Office 365 apps on a personally owned Mac some users get an error that says:

**View Only. Your account doesn't allow editing on a Mac. To learn more, contact your admin about your Office plan**

This article lists possible solutions to the issue.

First verify that you are using the proper account:

1. Click Use Another Account and sign in with Eastern email address and password
2. Alternately, click the Activate button in Word and sign in with credentials.

If that does not work, you can attempt to clear credential caches and reactivate office 2016 for the Mac:

You can attempt to clear credential caches and reactivate office 2016 for mac to see if there is any improvement.

1. Open finder > applications > utilities > keychain access and remove the following application passwords.
  - o Unknown
  - o Microsoft office identities cache 2
  - o Microsoft office identities settings 2
  - o search for all occurrences of adal in the keychain and remove all those entries if present.
2. Open finder > click go on the top menu bar> go to folder> input the following path: ~/library/containers/
3. Right-click each of the folders below if present, and then click move to trash.
  - o ubf8t346g9.ms
  - o ubf8t346g9.office
  - o ubf8t346g9.officeosfwebhost

If that doesn't work the last option is to [try uninstalling office 2016](#) for mac completely then [re-install](#) and re-activating office 2016.

