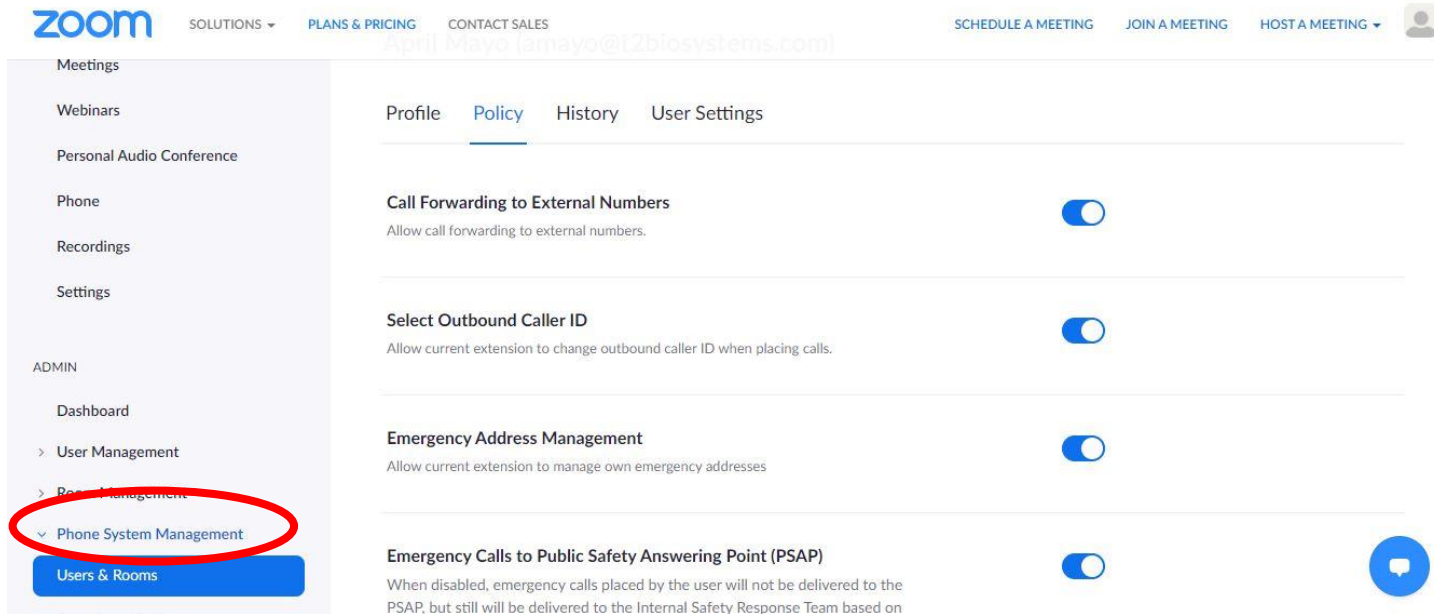
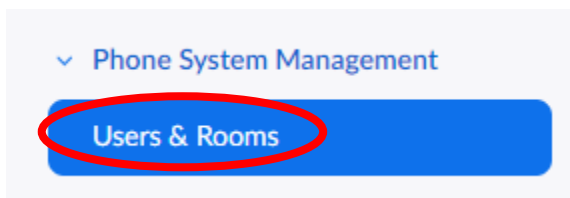


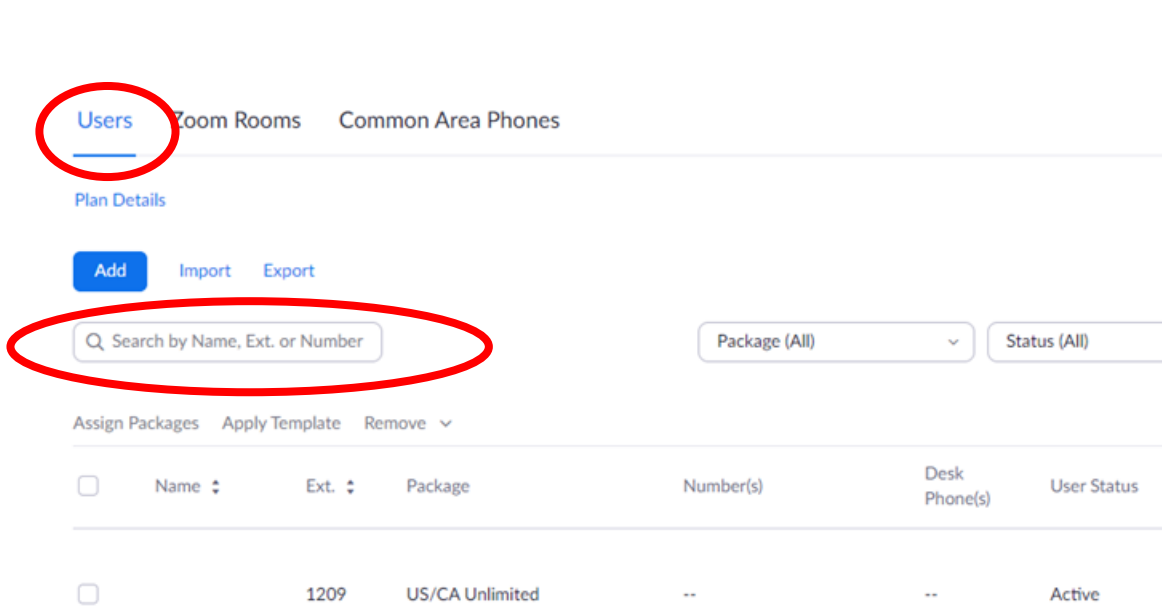
1. Log into the Zoom portal as an Admin at [www.zoom.us](http://www.zoom.us) and click on **Phone System Management**.



2. Click on **Users & Rooms** right below.



3. Click on **Users** or use the **search bar** to search for the user.



Users Zoom Rooms Common Area Phones

Plan Details

Add Import Export

Q Search by Name, Ext. or Number Package (All) Status (All)

Assign Packages Apply Template Remove

<input type="checkbox"/>	Name ↓	Ext. ↓	Package	Number(s)	Desk Phone(s)	User Status
<input type="checkbox"/>		1209	US/CA Unlimited	--	--	Active

4. Click on **Policy**.

Profile **Policy** History User Settings

### Call Forwarding to External Numbers

Allow call forwarding to external numbers.



### Select Outbound Caller ID

Allow current extension to change outbound caller ID when placing calls.



5. Click on the **blue button** on the left to Toggle the **Voicemail to Email** notification to on/off. Check mark on **Allow Voicemail Transcription** will allow this or not.

### Voicemail

Allow current extension to access, receive, or share voicemail.



Allow voicemail transcription