PPS Instructions:

1. Open your preferred browser and enter <https://pps.voice.isc.upenn.edu/> - you will need to authenticate with your PennKey credentials
2. Your screen will then display your current VOIP phoneset settings (see below)
3. Scroll down to Call Forward All

Enter the forwarding destination



Enter your email address

1. You can also enter your email address to select to have your messages delivered to your email account
2. Click the Submit button to accept your changes