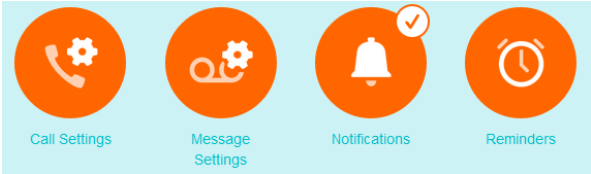
Changing Settings

You can view and change your CommPortal settings directly from the CommPortal Home page, using the following icons.



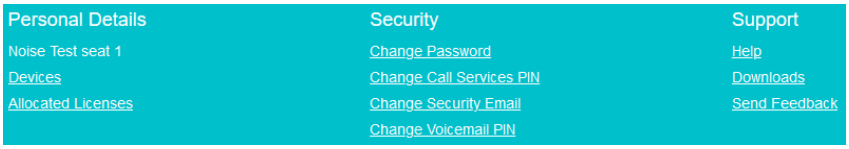
- Click **Call Settings** to configure your call services, select how caller ID is displayed, and enter details for Call Forwarding, Call Blocking and Call Jump.

- Click **Message Settings** to control how your messages are handled, configure Mailbox Access settings, and record a Voicemail Greeting.

- Click **Notifications** to set up how you will receive notifications whenever you receive new messages.

- Click **Reminders** to set up single or recurring call reminders.

On the bottom panel, you can view your account information, change your security settings, and configure your phone keys.



- Click **Devices** and then select ‘set keys’ to configure your desk phone.

- Click **Change Password** or **Change Call Services PIN** to set a new password.

- Click **Send Feedback** to launch a pop-up where you can report any bugs with the CommPortal interface or send a suggestion for improvements or new features.

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