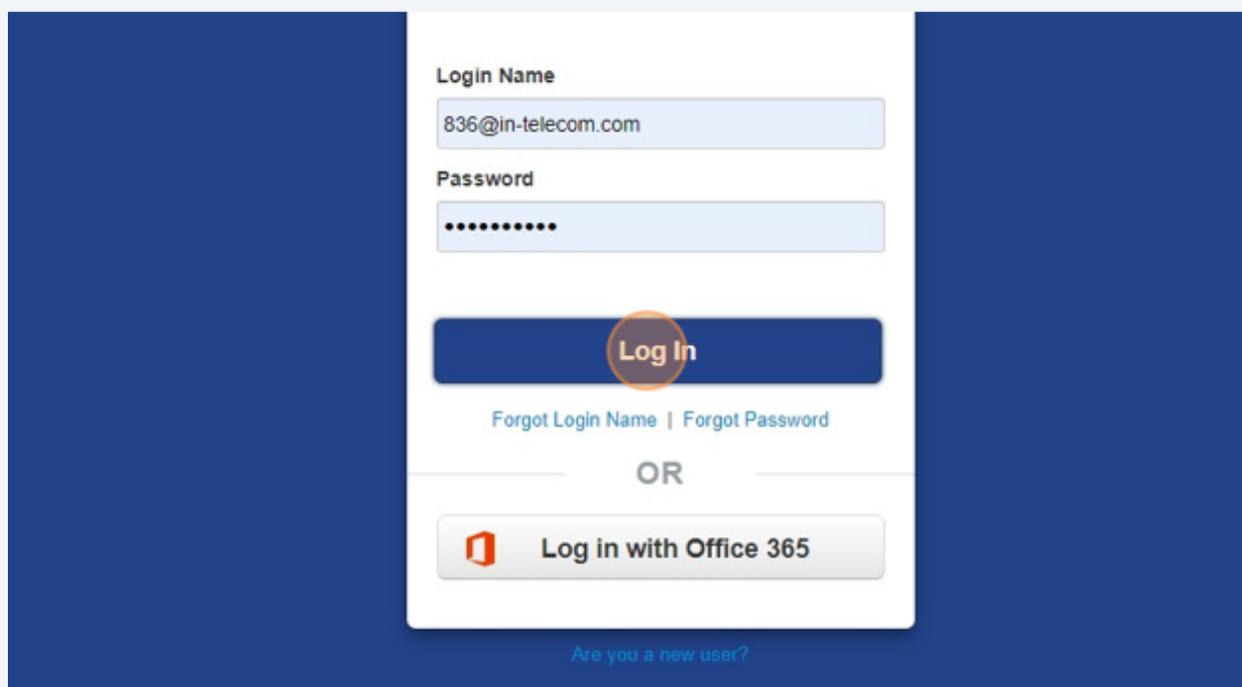


1 Navigate to portal.itccloud.com/portal

2 Enter your login credentials



The screenshot shows a login form on a dark blue background. The form is white and contains the following elements:

- Login Name:** A text input field containing the email address "836@in-telecom.com".
- Password:** A password input field with masked characters (dots).
- Log In:** A dark blue button with the text "Log In" in white, which is circled in orange.
- Forgot Login Name | Forgot Password:** Two links in blue text below the "Log In" button.
- OR:** The word "OR" centered below the links.
- Log in with Office 365:** A button with the Office 365 logo and the text "Log in with Office 365".
- Are you a new user?:** A link in blue text at the bottom of the form.

3 Navigate to selected domain

The screenshot shows a web interface with navigation tabs: "Route Profiles", "Inventory", "Call History", and "Configs". Below the tabs is a dark blue header bar with a refresh icon. The main content area is split into two sections. On the left is a line graph titled "Nodes" with a y-axis ranging from 300 to 500. On the right is a "DOMAIN QUICK LAUNCH" section with a search input field and a list of "RECENT DOMAINS":

- [In-Telecom.com](#)
- [ccria.com](#)
- [myshowerdoor.com](#)
- [hopechc.org](#)
- [coasttechnology.com](#)
- [trustcarehealth.com](#)

4 Select Users

The screenshot shows a web interface with a header bar that reads "You are viewing the CW InTelecomB15 (In-Telecom.com)". Below the header is a navigation menu with icons for "Home", "Call Center", "Users", "Conferences", "Auto Attendants", "Call Queues", and "Time Frames". The "Users" icon is highlighted with an orange circle. Below the navigation menu is a table with the following data:

	Dialed	To
Cameron Scelson	X701	116
Crystal Brown	X701	331
COVINGTON LA	(985) 214-4187	730
Duan Tomez	(985) 800 1007	(985) 800 1007

5 Enter name, extension of user you would like to activate feature.

The screenshot shows the 'Users' management interface. At the top, there are navigation icons for Home, Call Center, Users (selected), and Conferences. Below the navigation is a blue header with the word 'Users'. Underneath, there are two tabs: 'Users' and 'Sites'. A search bar contains the placeholder text 'Enter name, extension, site or dept.' with a magnifying glass icon. Below the search bar is a table with columns for checkboxes, names, and extensions. The table lists several users, each with a 'Password Required' status. An orange circle highlights the search bar.

<input type="checkbox"/>	Name ▲	Extension
<input type="checkbox"/>	Bridge 1 Password Required	5991
<input type="checkbox"/>	TOD 12142394000 Password Required	1214
<input type="checkbox"/>	TOD 12256124343 Password Required	1225
<input type="checkbox"/>	TOD 12282655521 Password Required	1228
<input type="checkbox"/>	TOD 12513843201 Password Required	1251
<input type="checkbox"/>	TOD 12513843203 Password Required	1251

6 Click on selection

The screenshot shows the 'Users' management interface. The search bar now contains the number '836'. A dropdown menu is open below the search bar, showing a list of suggestions, with '836' highlighted. The table below the search bar is the same as in the previous screenshot, but it now includes an additional user entry: 'TOD 13373265664 Password Required' with extension '1337'. An orange circle highlights the search bar and the dropdown menu.

<input type="checkbox"/>	Name ▲	Extension
<input type="checkbox"/>	Bridge 1 Password Required	5991
<input type="checkbox"/>	TOD 12142394000 Password Required	1214
<input type="checkbox"/>	TOD 12256124343 Password Required	1225
<input type="checkbox"/>	TOD 12282655521 Password Required	1228
<input type="checkbox"/>	TOD 12513843201 Password Required	1251
<input type="checkbox"/>	TOD 12513843203 Password Required	1251
<input type="checkbox"/>	TOD 13373265664 Password Required	1337

7 Click Name

Home Call Center Users Conferences

Users / 836

Users Sites

836

<input type="checkbox"/> Name ▲	Extension	Department	Site
<input type="checkbox"/> James Estopinal	836	Voice Slidell	Slidell I

8 Click "Voicemail"

IN-TELECOM CLOUD

Home Call Center Users Conferences

Users / James Estopinal (836)

Profile Answering Rules Voicemail Phones Advanced

Profile Information

First Name James

Last Name Estopinal

Login Name 836@In-Telecom.com

9 Select "Send email when mailbox is full" field.

Announce incoming call ID

Operator Forward

Number of Messages [Clear messages](#)

Copy to extension(s) [+](#)

Voicemail Transcription

Options Send email when mailbox is full
 Send email after missed call

Data

Limit

[Back to Users](#) [Save](#) [Cancel](#)

10 Click Save When Done.

Announce incoming call ID

Operator Forward

Number of Messages [Clear messages](#)

Copy to extension(s) [+](#)

Voicemail Transcription

Options Send email when mailbox is full
 Send email after missed call

Data

Limit

[Back to Users](#) [Save](#) [Cancel](#)