

GOTOMEETING ACCESS:

You will first need to request an account with IT. To do this, email the help desk (ithelpdesk@springfield-or.gov) and provide your User Name, Email Address, and Account String (\$19 per organizer/month).

You will receive a confirmation email once an account has been set up by IT. Open the confirmation email and click on “Get Started.” It will ask you to set up a password. Once you are in the GoToMeeting platform, you can establish a meeting via computer or phone.

FORWARDING WORK PHONE TO PERSONAL PHONE:

To forward your desk phone to your personal phone:

*3-9 and your phone number (include area code) (example- * - 3 – 9 - 5417474728) and then hang up, the phone screen should state “forward set”.

To cancel the forward: **3 (The phone screen would read “forward cancelled”.)

ACCESSING VOICEMAIL REMOTELY:

1. Dial 541-736-1000
2. When you hear a voice press the # key
3. Put in your mailbox number: 4180 (just your extension without the prefix or area code)
4. Put in your voicemail security code
5. Follow the instructions