



◆ CALL FORWARDING INSTRUCTIONS ◆

How do I set up call forwarding in Skype for Windows desktop?

- [This article is also available for Mac](#)
- [This article is also available for Linux](#)

It's easy to forward incoming calls. You can forward them to another Skype contact for free, or with a little [Skype Credit](#) or calling [subscription](#), you can forward incoming calls to a mobile or landline. Call forwarding has replaced the older call transfer functionality on Skype.

Setting up call forwarding

When you've set up call forwarding, your incoming calls will be forwarded even when you're not signed in to Skype.

To set up call forwarding:

1. Sign in to Skype.
2. In the menu bar, click **Tools > Options**.
3. Under **Calls**, click **Call forwarding**.
4. Click **Call forwarding options** and tick **Forward my calls to**.
5. Either:

Enter a mobile or landline number. Click the flag to find the relevant international dialing code. If required, click **Add more phone numbers** to forward calls to up to three different numbers.

Enter the [Skype Name](#) of the contact you want to forward calls to. Make sure that you enter the Skype Name correctly. Note that you cannot forward calls to a person who hasn't accepted your contact request.

6. Specify how many seconds to wait before the calls are forwarded.
7. Click **Save** to set up call forwarding.

If you set up call forwarding but it doesn't work as expected, [these tips](#) can help to fix your problem.



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Disabling call forwarding

You can disable call forwarding either from the Skype application or from your Skype account.

To disable call forwarding from the application:

1. Sign in to Skype.
2. Select **Tools > Options... > Calls > Call forwarding**.
3. Uncheck the box next to **Forward my calls to**.
4. Click **Save**.

To disable call forwarding from your Skype account:

1. [Sign in](#) to your account.
2. Under **Manage features**, select **Call forwarding**.
3. Next to **Status**, click **Disable**.

[Learn more](#) about call forwarding.

[Learn how](#) to set up call forwarding in Skype Manager.

For questions regarding call forwarding,
visit www.specialtyansweringservice.net,
or call us at **1-866-688-8912**.