Log into the Individual User CommPortal (or access the individual user settings from the Administrator CommPortal)

Click the drop-down menu next to "Incoming calls will:"

Choose "Forward to another phone..."
Click on the hyperlink labeled "another phone"

Input the number (and name) where you want your calls to forward to

Click "Add"

Click "OK"

(If you have not added a number into your system yet, you are able to add one at this time)
Once satisfied, click "Apply"