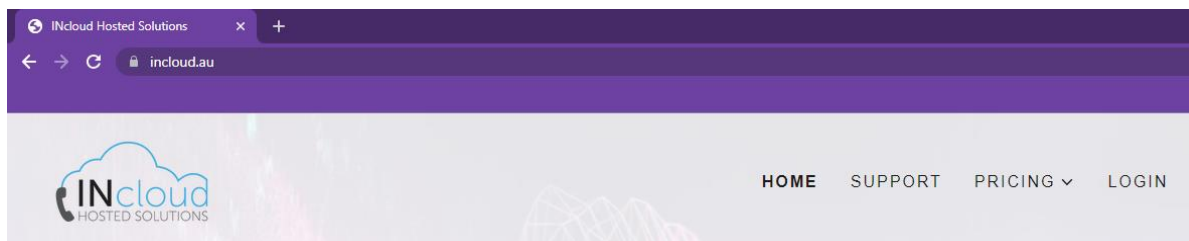


To access the INcloud portal browse our website <https://incloud.au> and click the *Login* button.



You will now see the INcloud login screen, if you do not have login details yet, please contact us at: enquiries@incloud.au with the subject line **User Portal Access**. Please advise us on which email address to use.

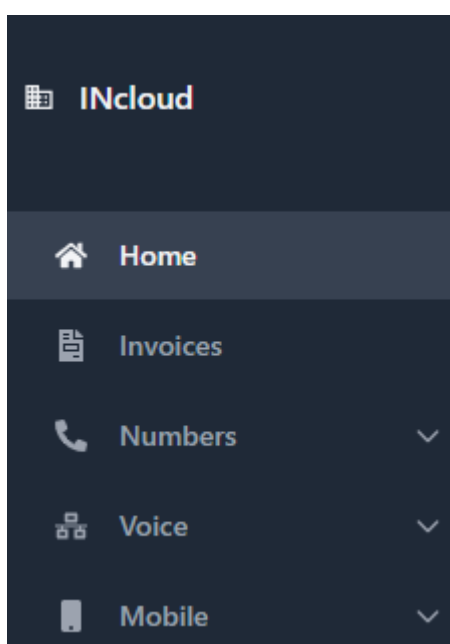
Email:

Password:

[Forgot password?](#)

Login

Now that you have logged into your account you should be able to see the navigation bar on the left with multiple options to assist you in managing your business.



DIVERTING MY NUMBERS

Clicking on “Numbers” in the navigation pane and then “Numbers List” will take you to the below screen where you can see a list of your Telephone Numbers, their current destination & whether that number is currently being forwarded elsewhere.

Customer numbers

Search... Reset

T	Number	Description	Destination	Customer site	Temporary forward
	1300183526	Euan	Telephone line	991 Mate Street, North Albury	

Clicking on the hyperlinked number will take you to an information screen about that number:

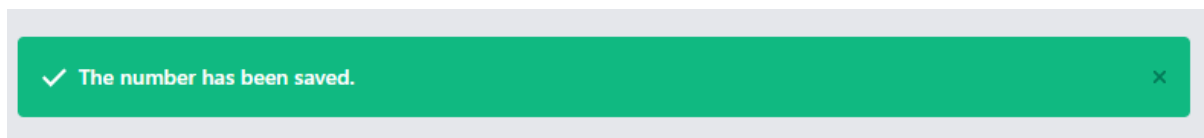
Number: Description:

Forward all calls? PIN:

Number: Force caller name on inbound calls:

Music on Hold: Enable Time Groups?

By default, you should not need to alter any of these settings as our technical department programs this for you, however, if you wish to divert your number simply click the **“Forward all calls”** toggle, input the number including the area code you wish to divert to under the **“Number”** text box and then press **“Update”** in blue, you will receive a message advising you if this was saved or not.



If you do not see this popup, please press **“Update”** again or check the number input is correct.