

# How to log in to your web phone portal extension

1. Open a browser and go to: <https://voip.sussex.edu>
2. Enter your credentials in the following format: Your [Extension@sussex.edu](mailto:Extension@sussex.edu), example: [2099@sussex.edu](mailto:2099@sussex.edu) and your password for the phone portal.

*Note: if this is your first time logging in, click on “Forgot Password” and in the next window enter your Login Name in the format of [your extension@sussex.edu](mailto:your_extension@sussex.edu), example: [2099@sussex.edu](mailto:2099@sussex.edu) and click “Send”. You will then receive an email with password reset instructions to set your password.*

*Follow instruction for password reset. Once set you will be brought up to the login screen*

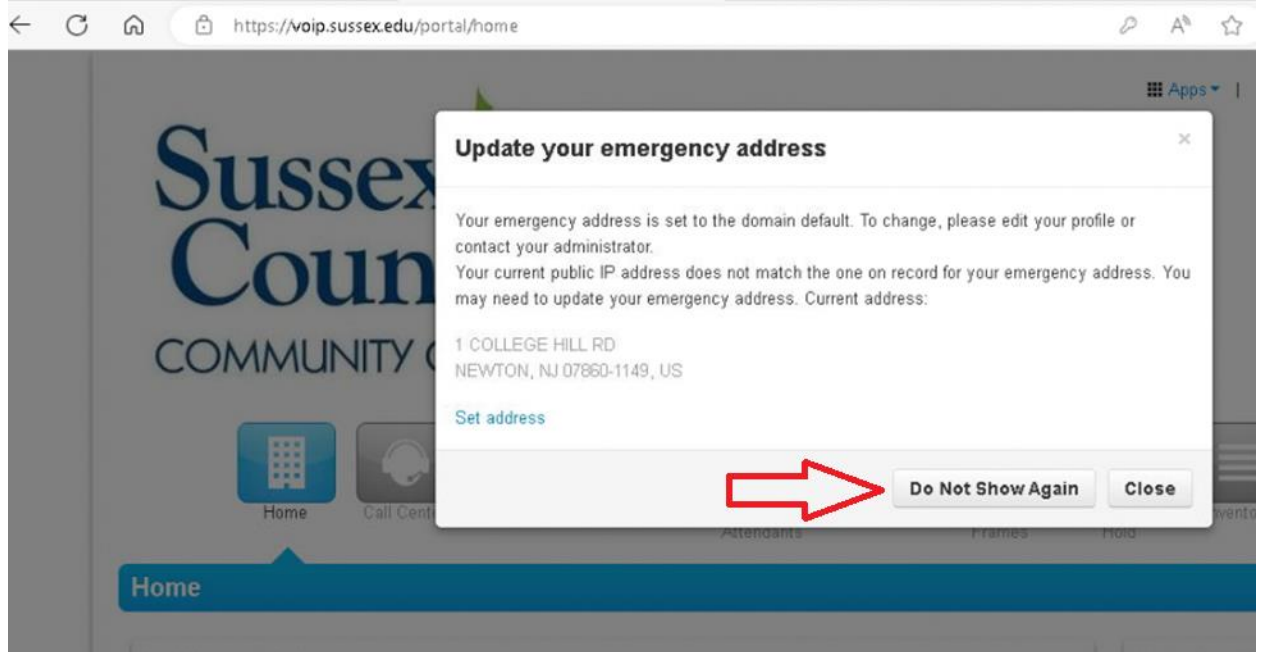
A screenshot of the login portal for Sussex County Community College. The page features the college's logo at the top, which includes the text "Sussex County" in a large blue font and "COMMUNITY COLLEGE" in a smaller blue font, with a green leaf graphic to the right. Below the logo, there are two input fields: "Login Name" with a red placeholder text "Your\_Extension@sussex.edu" and "Password" with a red placeholder text "Your Phone system password". A blue "Log In" button is positioned below the password field. Underneath the button, there are links for "Forgot Login Name" and "Forgot Password". Below these links, the word "OR" is centered. At the bottom of the form, there is a button with the Office 365 logo and the text "Log in with Office 365".

[Are you a new user?](#)

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Manager Portal, Version 43.4.3

- Once you log in, you will see a pop-up message regarding the “Update your emergency address,” click on “Do Not Show Again.”



- Below is a User Phone Portal window where you will be able to manage your extension, voicemails, change your voice mail greeting/PIN, and open a soft phone to initiate and receive calls to your extension from virtually anywhere.

