Information Directory Maintainer’s Training

Department Maintenance – Adding, Modifying, and Deleting Departmental Telephone Numbers

To make a change to a department's telephone number within the Directory Services channel, expand the department you wish to modify and expand the Telephone Numbers sub section.

To add a New Department Phone Number:

1. Select the Add link.
2. Select the appropriate radio button.
3. Type the appropriate phone number, change the area code and prefix if necessary.
4. You only need to change the internal number if it is not a +1 928/523-XXXX as these are filled in automatically. All others should fill in the access code as needed when connecting to another phone system such as Maricopa Community Colleges.
5. Click the Add Phone button.
6. A confirmation page with either a Success or Error message should appear.
7. Click the Continue button.
Notice your new phone number is now listed.

To modify an Existing Department Phone Number:

1. Select the Modify link.
2. Make whatever modifications are necessary.
3. Once satisfied with your changes, click the Modify Phone button.
4. Click the Continue button.
Notice your changes have now taken effect and are immediately listed.
To delete a Department Phone Number:

1. Begin by selecting the **Delete** link.
2. A dialog box confirming your desire to delete the phone number will appear. **BE CAREFUL**, this action cannot be undone.
3. If you are certain, continue by clicking the **Delete** button.
4. Click the **Continue** button.
Notice your phone number is no longer listed.