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When you’re setting up Ooma Office for WeWork, you may find that you wish to reconfigure your extension numbers. Updating extensions is a quick and easy process, so don't hesitate to make changes.

\*\*NOTE:\*\* Make sure to log in as an administrator when you are opening the web pages linked in the following FAQ.

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## How can I change an existing extension?

To change the number assigned to an existing extension, follow these instructions:

1. Go to the Extensions web page at [{{ site.office\_link.au }}/extensions]({{ site.office\_link.au }}/extensions).

2. Click the "Setup" icon next to the extension whose number you wish to change: \\

![manage extensions settings]({{ site.baseurl }}/assets/images/ooma\_office\_wework/edit\_extension\_wework.png)

3. Under the "Basic" tab in the "Settings" screen, click the "Extension number" field and choose the new number you would like to assign: \\

![basic tab]({{ site.baseurl }}/assets/images/ooma\_office\_wework/basic\_tab\_wework.png)

4. Click "Save".

The number assigned to your extension should be updated immediately.

## Who can change an extension?

Extensions can be changed by the administrator of the Ooma Office system.

## Which extensions can be changed?

Apart from the Virtual Receptionist, you can remap any extension, including:

\* User extensions,

\* Ring group extensions, and

\* The conference server extension.