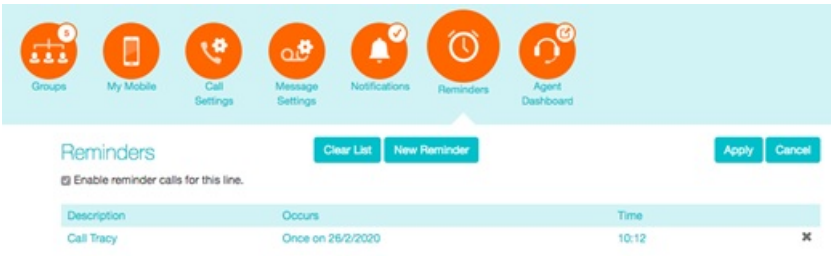
Reminders

The Reminders screen lets you set up reminder calls.

CommPortal Reminders page



Adding Reminders

To add a new reminder, click **New Reminder** at the top of the screen and then follow these steps.

1. Enter a description of the reminder.
2. Select the phone number on which you will receive the reminder call.
3. Select whether you want a one-off or recurring reminder using the drop-down.
4. Enter the date (for one-off reminders) and time you would like the reminder call using the Time boxes and dropdown list.
5. Click on Play/Record to record and then playback your reminder message.
6. Click on Add.
7. Click on Apply.

Deleting Reminders

To delete a reminder, you use the Reminders list:

- To delete a single reminder, follow these steps:
  1. Click on the trash icon to the right of the reminder in the list.
  2. Click on **Apply**.

- Alternatively to delete all of your reminder calls, follow these steps:
  1. Click on **Clear List.**
  2. Click on **Apply**.

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