Setting Your Availability

You can use the drop-down at the top left of the screen to set your status to either *Available for Calls* or *Do Not Disturb*.

Configuring availability

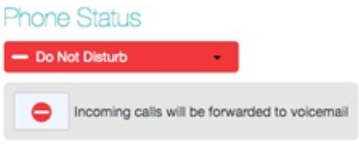


Use your mouse to select your status.

If you select *Do Not Disturb*:

- the lozenge turns red
- your incoming calls will usually be diverted to voicemail.
- if you have also turned on Busy Call Forwarding, you will see a warning icon – when you click on this, you will see a pop-up explaining that calls will be forwarded to the Busy Call Forwarding number. You can click a link to deactivate this service if you want calls to either be rejected or, if you have a voicemail service, sent to voicemail.

Do Not Disturb



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