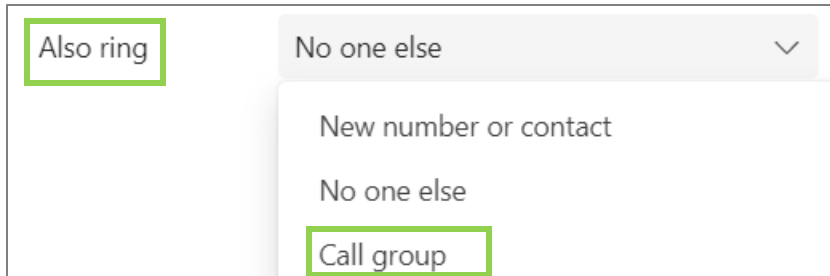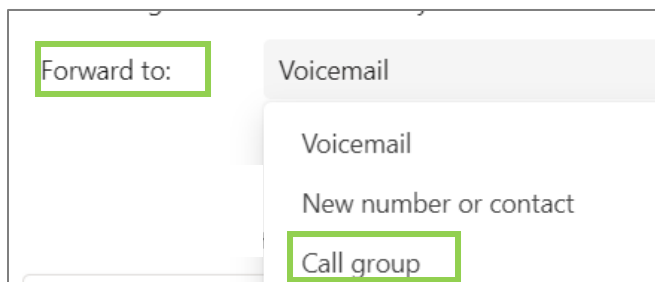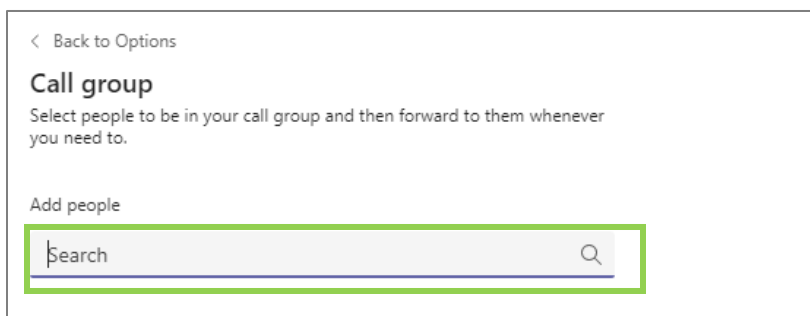# Establish a Call Group

You can establish Call Groups based on how you want calls to ring to a particular group.



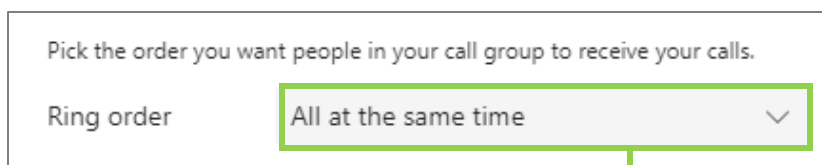**Also ring** will ring to you as well as people you add to this call group.



**Forward to** will forward your incoming calls to the call group you create.



Once you have selected **Call Group** from the options in the menu, you will get a pop-up window that allows you to search your directory to add people to the call group.

**NOTE:** If you would like them to ring in a specified order, be sure to add them in first to last order.



Click on the drop-down to select the order you want your call group to receive your calls. Choose to ring them all at the same time, or in the order they are listed.