

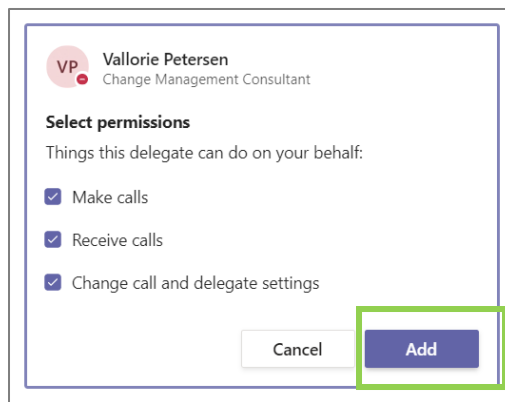
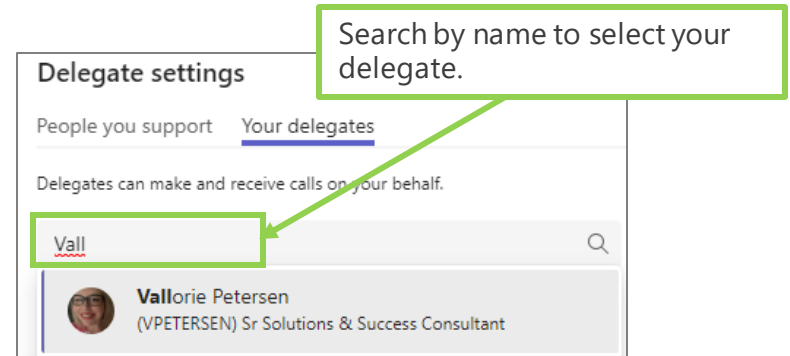
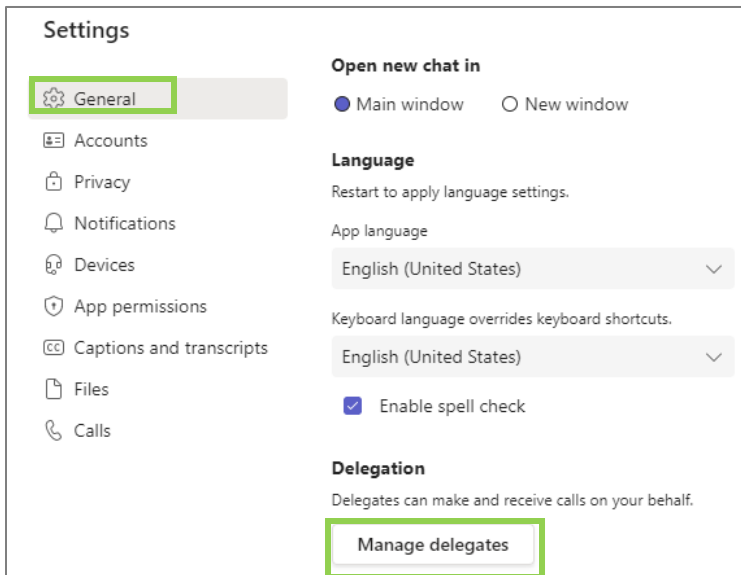
Delegate Settings



Assign a Call Delegate

Assign delegate permissions to another person to enable them to make and receive calls on your behalf. Permissions can also be assigned to allow a delegate to change your call and delegate settings.

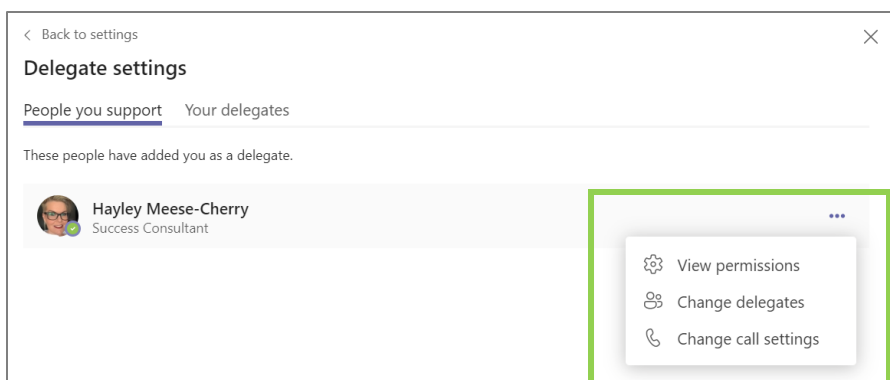
Access **Settings** from the three-dot more options menu located next to the profile icon. From the **General** tab, click **Manage delegates**. Click **Your delegates** to begin the process to add a new delegate



Confirm the permissions they should have and click **Add**. **NOTE:** Granting a delegate permission to **Receive calls** automatically adjusts call answering rules effective immediately.

Perform Delegate Duties

Once you have been granted delegate permissions, the person who has assigned you as a delegate will appear under **People you support**. Hover over their name to view your permissions, which may include access to change their delegates and/or their call settings. Once someone has assigned you as their delegate, you cannot remove yourself from being their delegate. However, you can add and remove others from your work directory as a new delegate. Follow the steps listed above to add a new delegate for the person you are supporting.



Note: Managing call settings for another person follows the same process for managing your own call answering rules. Make sure to review the Call Answering Rules quick guide for more details.