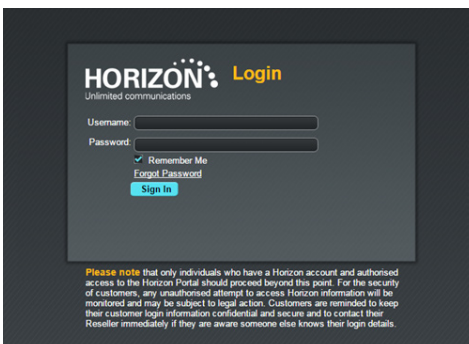




# Call Scheduling - never miss a call with Horizon

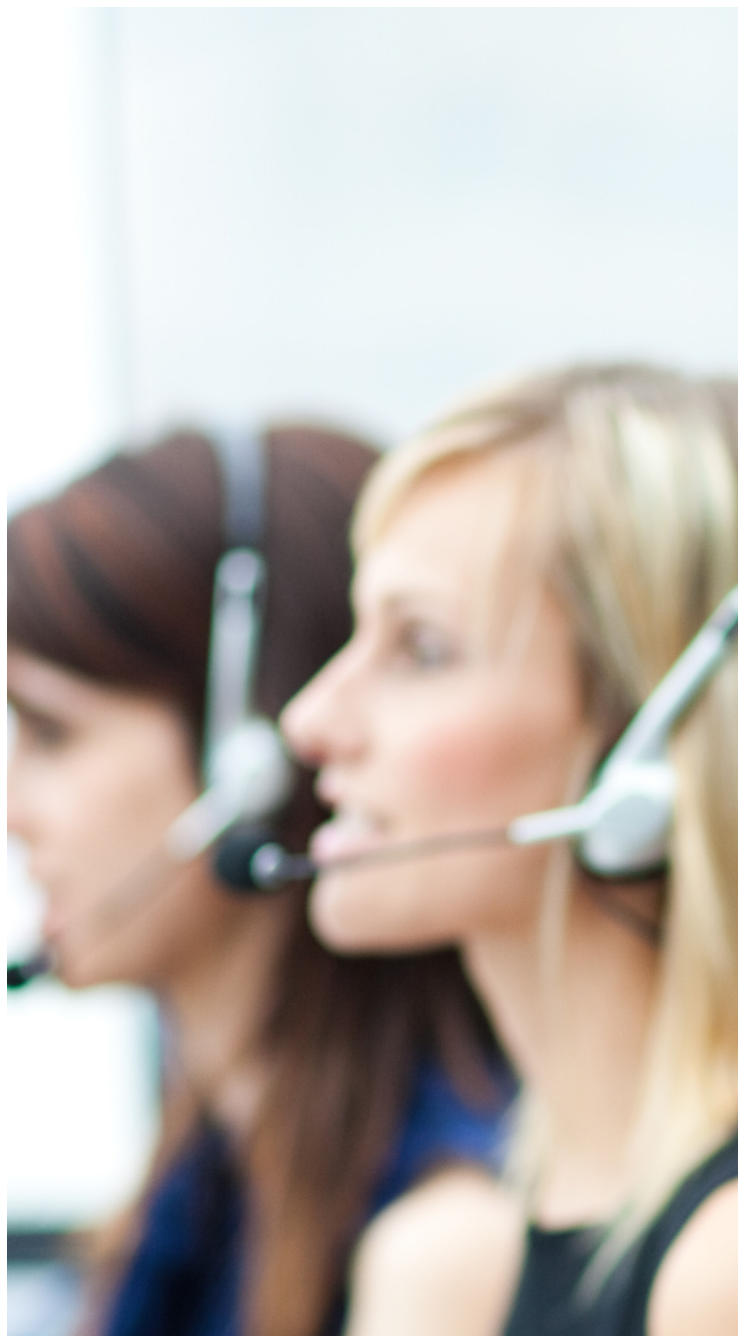
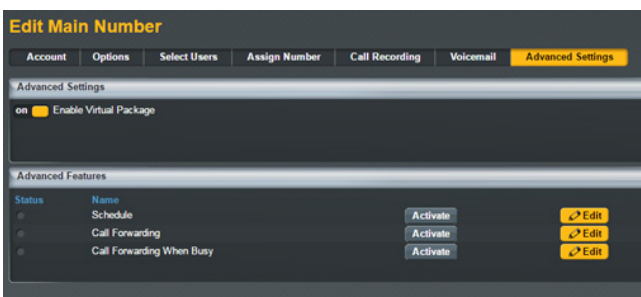
## Step 1

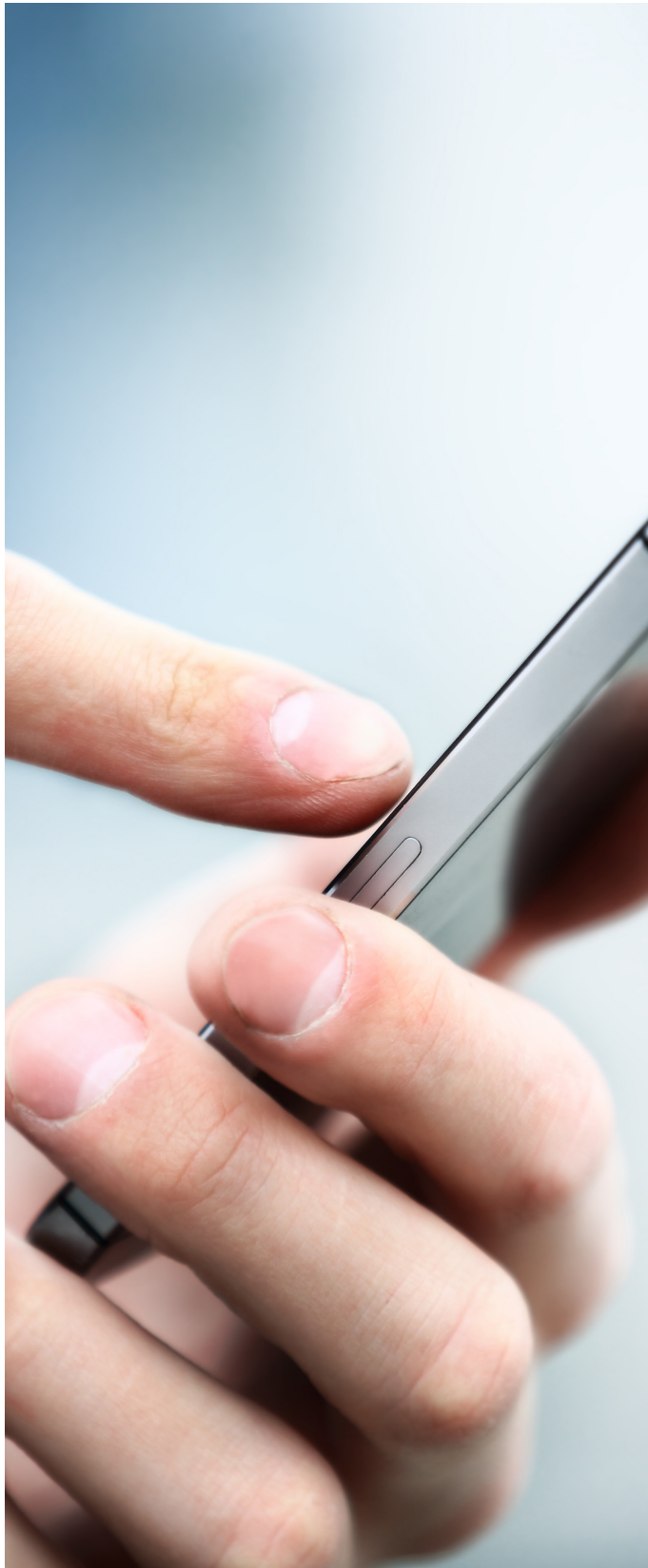
Log into your Horizon admin portal using your username and password:



## Step 2

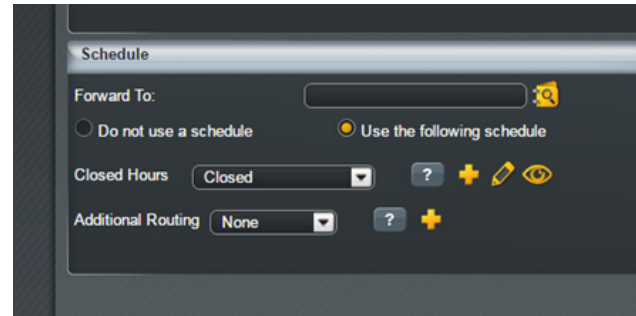
Go into Call Groups and select your main number call group. In advanced settings click 'Schedule', then 'Edit':





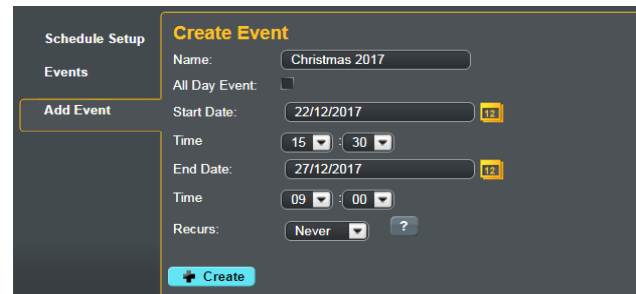
### Step 3

Click on the pencil icon:



### Step 4

Select 'Add Event' and create an event name i.e. Christmas 2017 or New Years Day. Then unselect 'All Day Event' and instead add your out-of-hours start and end dates:



### Step 5

Once you have finished entering the out-of-hours dates, click the 'X' button and save:

