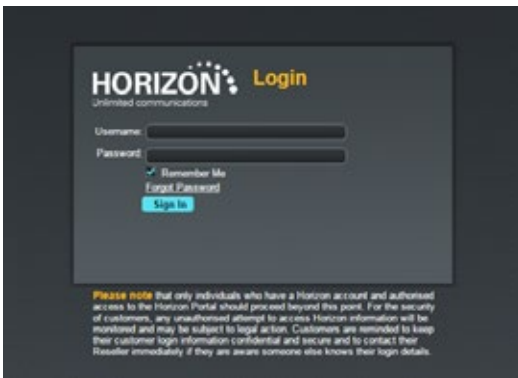




Never miss a call with Horizon call scheduling

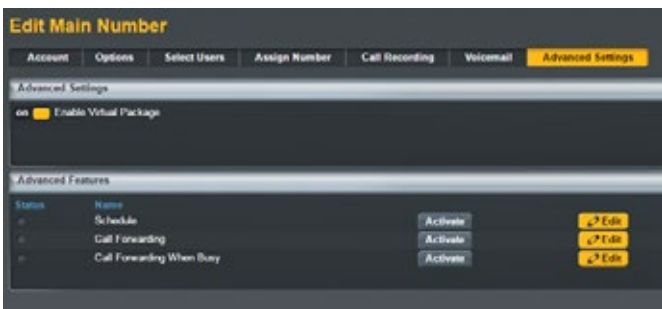
Step 1

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



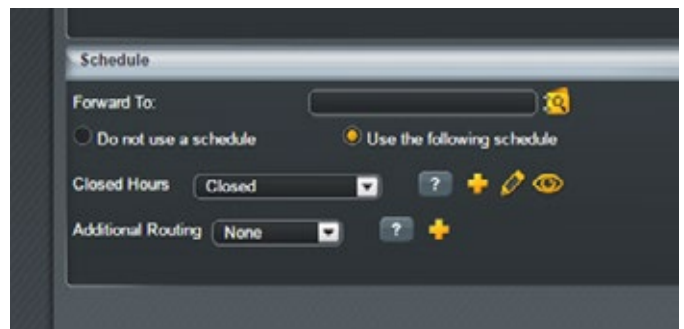
Step 2

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



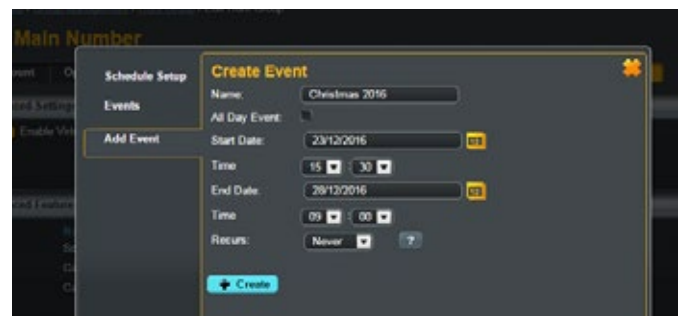
Step 3

Click on the pencil icon:



Step 4

Select 'Add Event' and create an event name i.e. Easter Holidays or Good Friday. 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:

