

Edit or Delete a Busy State

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To edit or delete a busy state:

- 1. Click Settings > 🛐 Busy States.
- 2. Click a busy state in the pane to the left to select it.
- 3. To edit the busy state, make your changes to any of the fields as needed.
- 4. To delete the busy state, click the icon to delete the busy state, then click **Yes** to confirm.